

ECI Policy on Privacy

1. **Introduction**

A. This ECI Policy on Privacy relates to information gathered from online visitors to the Engineering Conferences International ("ECI") website. By visiting this website, you agree that your visit, and any dispute over our online privacy practices, is governed by this Policy on Privacy.

B. By providing information to ECI via this website, you are consenting to the terms of this Policy on Privacy.

Specific Notice to Individuals in Europe and Other Non-U.S. Countries:

If you are from a country in the European Union (EU) or any other non-U.S. country with a data protection law, the information you submit, including information provided in an online conference application, is being sent to a location in the United States. By providing such information, you are consenting to (and represent that you have authority to consent to), the transfer of such information to the United States for the uses and purposes described and/or contemplated in the applicable ECI website and in this Policy on Privacy. This consent may be withdrawn at any time by contacting ECI, but such withdrawal will not affect the legality of the transfer of PII prior to the withdrawal.

2. **Information Collected by ECI and How it is Regularly Used and Shared**

A. **Why, When and What Information is Collected**

When individual visitors provide information to ECI, each individual visitor provides that information voluntarily and consents to ECI's use of that information as described herein. ECI only collects information useful in connection with its mission, including:

- organizing engineering and scientific conferences;
- providing an application and registration process for attendance at ECI conferences;

In connection with an application to attend a conference, or your services on the ECI Board of Directors or committee (e.g., Conferences Committee, an Organizing Committee, Steering Committee, etc.), ECI will collect and store information specific to your identity (i.e., "Personally Identifiable Information," or "PII"). PII may also be collected and stored if you provide it in the course of a visit to the ECI website and/or in connection with a request for information from ECI.

Personally Identifiable Information collected and stored usually will include your name, employer, physical work address, work email address, work telephone number and work fax number, and may also include your picture, education and work history, emergency contact information along with other information.

In addition to the uses described below, we may use your PII to:

- notify you of upcoming conferences, meetings and other events;
- contact you to respond to your questions and requests for information; and
- provide you with other information that we believe may be of interest to visitors to our website.

B. Conference Application and Registration Processes

If you request conference information, apply to attend or register for an ECI conference, we will collect PII to facilitate that process. Such information will include your contact details, such as your name, employer, physical work address, work email address, work telephone number and work fax number. This is so that we can contact you and process your request for information and/or registration.

If you register and pay to attend a conference, ECI collects your payment and billing information – e.g., your credit card number and billing address – and will use such information to process your payments.

If you are to attend a conference, we will use your PII to:

- process your registration and facilitate your attendance at the conferences;
- process your payments related to conference attendance as aforesaid;
- provide you with information regarding the conference, including scheduling and logistics; and
- provide you with other information that we believe may be of interest to conference attendees.

We also may share PII (other than payment information) of conference participants with the other persons attending the same conference. The purpose of this is to enable conference participants to contact each other prior to and after the conference, for networking purposes, in furtherance of one aspect of the ECI's mission.

C. Service on the ECI Board or Conferences Committee, as a Conference Chair or as a speaker

If you agree to serve on the ECI Board or on the Conferences Committee, volunteer to chair, co-chair or speak at an ECI conference, we collect the information described in Section A above. We may request more detailed information regarding your educational and professional background, and we may also request a photograph. By providing this information to ECI, you consent to ECI's use of that information as described herein.

We collect this information to make it available to conference applicants and attendees, and to those interested in learning more about ECI and the conferences it organizes.

Accordingly, if you agree to serve on the ECI Board or a Committee, to chair, co-chair or speak at an ECI conference, we may post on the relevant page of the ECI website your PII (other than payment information), including your name, employer, work email address, and your photograph if you have provided one. This is so that visitors to the ECI website, including those who have requested conference information, participants and speakers, and those interested generally in the ECI, can contact you with questions and requests for more information, and to provide feedback.

D. Cookies

ECI may also use "cookie" technology to simplify visitors' interactions with its website. A cookie is a very small amount of information that is placed on your computer's hard drive by your browser on ECI's behalf. It is sent by your browser back to ECI when you return to the ECI website.

You may always choose not to receive a cookie by enabling your web browser to refuse cookies or to prompt you before your browser accepts a cookie. By refusing to accept a cookie, you may be asked to enter certain information each time you access certain areas of the ECI web site. We do not regularly track visitors' use of the ECI site, but on occasion, for marketing purposes, may review specific paths that you or an aggregate of customers may have traveled through the site.

All web servers log certain technical information from visitors each time they request a page. This information is collected from each visitor's web browser and may include his/her IP address, operating system, web browser software (i.e. Google Chrome or Internet Explorer), and referrer web site. We may aggregate such logged information anonymously to assist in designing enhanced user experiences and easier access to our information and services.

3. Additional Ways Your PII may be Used and Shared

A. Use and Sharing Required by Law, to Prevent Harm and/or in Investigations

In addition to the uses and dissemination of PII described above, ECI may disclose your PII, the contents of your communications with us, and/or other information you have provided to us (including payment information) if required to do so by law, or with your consent, or in the good faith belief that such action is necessary:

- (1) to conform to applicable law or comply with legal process served on ECI;
- (2) to protect or defend the rights or property of ECI or others;
- (3) to assist, under exigent circumstances, in the investigation of possible violations of law or other investigations; and/or
- (4) to assist law enforcement in preventing harm to anyone.

B. Sale of PII

ECI does not sell or rent visitors' PII to anyone. However, ECI may make PII collected or received available to third parties using it on behalf of ECI to assist in the aforementioned appropriate uses of PII.

How You Can Control the Use of Your PII

You may indicate your preferred restrictions on our use of your PII by contacting us by e-mail at info@engconfintl.org. In that e-mail, you should indicate which of the following options you prefer:

- ECI should not send me postal mail with newsletters or other information regarding upcoming conferences and events;
- ECI should not send me electronic mail with newsletters or other information regarding upcoming conferences and events;
- ECI should not send me any information about third-party products and services.

In all cases, ECI reserves the right to use PII to contact conference applicants and attendees with information relevant to the conference with which they are involved and/or in connection with payment and collection matters. ECI also reserves the right to use PII to contact conference chairs, co-chairs and speakers in regard to the conference with which they are involved and to share such PII in the manner described in 2.C above. Finally, ECI reserves the right in all events to use PII as described in 3.A above.

To request access to, deletion of, or to notify us of changes to your PII, contact us at info@engconfintl.org.

How Your PII is Protected

ECI implements reasonable technical and organizational measures designed to protect your PII from accidental loss and from unauthorized access, use, alteration or disclosure. Regardless of any such precautions taken in good faith by visitors or by us, security on the Internet is imperfect, and we cannot warrant the protection of any information visitors transmit to us, which visitors do voluntarily and at their own risk.

In the event that PII is compromised as a result of a security breach, ECI will promptly notify those persons whose PII has been compromised via email notice unless you have notified us that you wish another form of notice.

Linking to Other Web Sites

Visitors must be aware that, if at any time the ECI website has links to other websites, those other websites do not operate under the ECI Privacy Policy. When the visitor clicks through to such other sites, the ECI Privacy Policy no longer applies. Visitors should examine the privacy statements for all third-party websites to understand their procedures for collecting, using, and disclosing visitors' information.

Changes to this Privacy Policy

This Privacy Statement was put in force on January 12, 2016. ECI reserves the right to modify or amend this Privacy Policy at any time and for any reason. If we make any significant changes to our information privacy practices, ECI will post notice of the change on www.engconfintl.org for at least three months after any such significant change is implemented.

Questions

Questions about this ECI Privacy Policy will be answered if submitted to us at info@engconfintl.org.

January 12, 2016