



## **ABPMP International Privacy Policy**

Your privacy is important, so ABPMP International has created the following Privacy Policy to let you know what information we collect when you visit our website, why we collect it and how it is used.

The terms "you," "your," and "yours" refer to the customer using our website. The terms "Company," "we," "us," and "our" refer to Association of Business Process Management Professionals International (ABPMP). This Privacy Policy is governed by our Terms of Service. By using this website, you consent to the data practices described in this statement. We may periodically make changes to this Privacy Policy that we will include on this page. It is your responsibility to review this Privacy Policy frequently and remain informed about any changes to it, so we encourage you to visit this page often.

### **What Information Is Collected?**

"Personally identifiable information" means any information that may be used to identify an individual, including, but not limited to, a first and last name, home or other physical address, an email address, phone number or other contact information, whether at work or at home. When you use our website or services ABPMP may collect from you the following personally identifiable information: first and last name, city, state and zip code, email address, birthday and phone number. ABPMP also automatically receives and records information on our server logs from your browser, including your IP address, cookie information and the page you request. You can choose not to provide us with certain information, but then you might not be able to take advantage of many of our features.

ABPMP may keep a cached copy of the content you serve us as a part of your use of the service for an indeterminate amount of time, including media files and XML files. To assist in development, we may keep copies of HTTP requests and responses in your notification log, available only to you. If your web server does not specify that we can cache your content, we will not keep a cached copy of any text or digital data, but we may still maintain copies in your notification log. If data privacy is a concern, make sure your server does not allow us to cache such content, and contact us so that we may turn off other application logging around requests to and responses from your application. We may keep call log, notification log, billing/ payment, and other log data for at least six months from the date of entry.

### **How Is Such Information Used?**

ABPMP uses the personally identifiable and other collected information in a manner that is consistent with this Privacy Policy. If you provide personally identifiable information for a certain reason, we may use the personally identifiable information in connection with the reason for which it was provided. For instance, if you contact us by e-mail, we will use the personally identifiable information you provide to answer your question or resolve your problem. Also, if you provide personally identifiable information in order to obtain access to the ABPMP website or services, we will use such information to provide you with access to such services and to monitor your use of such services. Your

personally identifiable information may be used to provide you with new product information and support services offered on the website, to notify you of technical updates or changes in policy, to improve the content and functionality of the ABPMP website and services, to help us better understand our users, or to deliver other services.

### **Is The Information Shared or Disclosed?**

ABPMP is not in the business of selling your information. We consider this information to be a vital part of our relationship with you. There are, however, certain circumstances in which we may share your personally identifiable information with certain third parties without further notice to you, as set forth below:

- **Business Transfers:** As we develop our business, we might sell or buy businesses or assets. In the event of a corporate sale, merger, reorganization, dissolution or similar event, personally identifiable information may be part of the transferred assets. You acknowledge that such transfers may occur, and that any acquirer or successor of ABPMP may continue to use your information as set forth in this policy.
- **Related Companies:** We may also share your personally identifiable information with any entity that is affiliated with us for purposes consistent with this Privacy Policy.
- **Agents, Consultants and Related Third Parties:** ABPMP, like many businesses, sometimes uses other companies to perform certain business-related functions. Examples of such functions include mailing information, maintaining databases and processing payments. When we employ another company to perform a function of this nature, we only provide them with the information that they need to perform their specific function.
- **Legal Requirements and Other Circumstances:** ABPMP may disclose your personally identifiable information if required to do so by law or in the good faith belief that such action is necessary to (i) comply with a legal obligation, (ii) protect and defend the rights or property of ABPMP, (iii) act in urgent circumstances to protect the personal safety of users of the ABPMP website or services or the public, or (iv) protect against legal liability.

### **Access**

In the event that you have volunteered personally identifiable information, you may correct or amend that information by editing your account profile or email us at [admin@abpmp.org](mailto:admin@abpmp.org)

### **The Security of Your Information**

We will take reasonable precautions to protect personally identifiable information in our possession from loss, misuse, and unauthorized access, disclosure, alteration, and destruction. We follow generally accepted industry standards to protect the personally identifiable information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet or method of electronic storage is, however, 100% secure. Therefore, while we strive to use commercially acceptable means to protect your personally identifiable information, we cannot guarantee its absolute security.

### **Cookies**

Cookies are small text files stored by your browser in your computer when you visit our website. Cookies permit us to recognize users and avoid repetitive requests for the same information. Most browsers will accept cookies until you change your browser settings to refuse them. This privacy statement covers the use of cookies by ABPMP and does not cover the use of cookies by any other third party.

## Forums and Comments

We may make other services available through this website (for example, message boards, forums, chat functionality, "profile pages" and blogs) to which you are able to post information and materials (collectively referred to as the "Forums"). If you use the forum or post comments on this website, you should be aware that any personally identifiable information you submit there can be read, collected, or used by other users of these forums, and could be used to send you unsolicited messages. We urge you to exercise discretion and caution when deciding to disclose Personal Information, or any other information, via the Forums ABPMP is not responsible for any personally identifiable information you choose to submit in that context or anything arising from such submissions.

## Links to Other Websites

This website may contain links to other sites that are not owned or controlled by us. Please be aware that ABPMP is not responsible for the privacy policies of such other sites. We encourage you to be aware when you leave our site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy policy applies only to information collected by this website.

## Other Important Notices Regarding Our Privacy Practices

1. **Payment Processing.** We use a third party payment service ("**Payment Service**") to process credit card payments for certain editions of the Service. When you provide credit card information on this website, that information is sent directly to the Payment Service. You acknowledge and agree that any Personal Information that you provide in connection with such credit card payments will be transmitted directly to the Payment Service. Information transmitted to the Payment Service is encrypted using SSL software. The Payment Service is required to comply with all applicable privacy and security laws and the rules and regulations issued by the credit card companies.
2. **Security.** We use reasonable organizational, technical and administrative measures to protect Personal Information under our control. Unfortunately, no data transmission over the Internet or data storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you might have with us has been compromised), you must immediately notify us of the problem by contacting us in accordance with the "Contacting Us" section below (note that if you choose to notify us via physical mail, this will delay the time it takes for us to respond to the problem).
3. **Opt-Out.** If you no longer wish to receive marketing-related emails from us, you may opt out by following the "unsubscribe" instructions in the latest such message you have received or by contacting us at [admin@abpmp.org](mailto:admin@abpmp.org).
4. **Your rights.** You have the following data protection rights: You can request access, correction, updates or deletion of your personal information. You can object to processing of your personal information, ask us to restrict processing of your personal information or request portability of your personal information. If we have collected and process your personal information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.

You have the right to complain to a data protection authority about our collection and use of your personal information.

Contact details for data protection authorities in the EEA, Switzerland and certain non-European countries (including the US and Canada) are available here:

[http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index\\_en.htm](http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm)

To exercise any of these rights, please contact us according to the section "Contacting Us". We will respond to your request to change, correct, or delete your information within a reasonable timeframe and notify you of the action we have taken.

You can request to obtain a copy of your Personal Data in a commonly used electronic format so that you can manage and move it. Please note that we may ask you to verify your identity before responding to such requests.

1. **Retention Period.** We will retain your Personal Information for the period necessary to fulfill the purposes outlined in this Privacy Policy unless a longer retention period is permitted or required by law.
2. **Note Regarding the Use of the Site by Children:** Our Service does not address anyone under the age of 18 ("Children"). We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and you are aware that your Children has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers. Please contact us in accordance with the "Contacting Us" section below.
3. **Jurisdiction and Cross-Border Issues.** We do not represent or warrant that the website, or any part thereof, is appropriate or available for use in any particular jurisdiction. Those who choose to access the website do so on their own initiative and at their own risk, and are responsible for complying with all local laws, rules and regulations. We may limit the website's availability, in whole or in part, to any person, geographic area or jurisdiction we choose, at any time and in our sole discretion.

### **Your Consent To This Privacy Policy**

By using ABPMP, you agree to this Privacy Policy. This is our entire and exclusive Privacy Policy and it supersedes any earlier version. We may change this Privacy Policy by posting a new version of this Privacy Policy on this website which it is your responsibility to review. We encourage you to periodically review this Privacy Policy to stay informed about how we are protecting the personally identifiable information we collect. Your continued use of this website or ABPMP's services constitutes your agreement to this Privacy Policy and any updates.

### **Contacting ABPMP**

If you believe that ABPMP has not adhered to this Privacy Policy, please contact us by email at [admin@abpmp.org](mailto:admin@abpmp.org) and we will use commercially reasonable efforts to remedy the problem.