

PRIVACY

PURPOSE:

This policy is designed to inform members and affiliates about ASFA's practices regarding collection, use, and disclosure of information that may be provided to ASFA.

GUIDELINES:

1. **Commitment to Privacy:** ASFA is committed to controlling the collection, use and disclosure of the personal information provided by its members and affiliates.
2. **Personal Information:** For the purposes of the Policy, "Personal Information" means any information, recorded in any form, about any identified individual or any individual whose identity may be inferred or determined from the information, but does not include business contact information.
3. **Consent:** ASFA will seek consent prior to the collection, use and disclosure of personal information as required by applicable privacy legislation. Subject to legal and contractual requirements, members or affiliates can refuse to consent to ASFA's collection, use or disclosure of personal information about that individual. Individuals may also withdraw consent to any further collection, use or disclosure of information at any time by providing reasonable notice. If ASFA's intended disclosures or uses of information change, ASFA will notify accordingly. Consent is confirmed annually upon completion of the membership application form.
4. **Collection:** Personal information is collected by ASFA only when individuals specifically and knowingly provide it to ASFA, such as when individuals become members of ASFA or choose to receive information, products or services from ASFA. ASFA may also receive personal information from other organizations or third parties provided that such third parties confirm to ASFA that they have obtained consent to the disclosure of personal information. Publicly available information, such as a public directory listing of name, address, telephone number and electronic address, is not considered personal information.
5. **Use:** ASFA uses personal information for the following purposes:
 - to communicate about membership and membership benefits (including renewal forms and reminders);
 - to provide information related to ASFA projects, services, conferences, elections, events or other information which is deemed of interest;
 - to provide ASFA publications such as the Apheresis Standard Operating Procedures Manual or newsletters from ASFA Special Interest Groups, Committees or Initiatives, email

updates and bulletins, and other electronic or printed publications that are deemed by ASFA as important;

- to contact members, affiliates and delegates from time to time to conduct research and surveys in an effort to continually improve services and programs.

6. Disclosure: ASFA discloses personal information to the following parties and in the following circumstances:

- Website Directory: ASFA posts on its website a directory of its members, including mailing address, phone, fax and email address. The directory will be posted in a “members only” area of the site, protected by password. Members who do not wish to have their contact information posted in the member’s area of the ASFA website may indicate this preference on the ASFA membership or renewal form, or notify the Head Office at any time by providing reasonable notice.
- Industry and Organizational Affiliates: ASFA provides physical mailing addresses of delegates who have consented to share their mailing address to industry and organizational affiliates when they sponsor a regional or annual meeting, for the purposes of mailing items which ASFA deems to be of interest to ASFA members. All third parties receiving mailing lists must comply with state and local regulations. Members who do not wish to have their mailing addresses provided for third-party mailings may indicate this preference on the ASFA membership or renewal form, or notify the Head Office at any time by providing reasonable notice.

7. Accuracy: ASFA will make reasonable efforts to ensure personal information is accurate, complete and up-to-date. Members and affiliates are expected to inform ASFA of any change of name, address or other information. In the event that a member has questions about the accuracy of factual information collected, the member will have access to verify and update the information. If inaccurate information has been disclosed to a third party, ASFA will contact the third party to correct the information.

8. Security: ASFA is committed to protecting the privacy of its members and affiliates. Security measures, restricted access and the use of passwords and encryption have been adopted to protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification. ASFA staff and contractors have been trained to respect member privacy at all times and those employees with access to personal information shall use personal information strictly in accordance with the ASFA Privacy Policy and the laws applicable to each business.

9. Principles of Fair Information Practices: ASFA adheres by the following principles of fair information practices:

- ASFA is responsible for the personal information under its control and shall designate one or more individuals who shall be accountable for the company’s compliance with the procedures and principles set out in the ASFA Privacy Policy.

- ASFA will identify the purpose for which personal information is collected at or before the time the information is collected. The purposes for which information is collected, used or disclosed by ASFA must be those that a reasonable person would consider are appropriate in the circumstances.

- The knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except where consent is not required by privacy legislation.

10. ASFA shall limit the collection of personal information to that which is necessary for the purposes identified. Personal information shall be collected by fair and lawful means. Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfilment of the purposes for which it was collected. Personal information shall be as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used.

11. ASFA shall make readily available to its members specific information about its policies and practices relating to the management of personal information.

12. Access: For questions about the ASFA Privacy Policy or the collection, use or disclosure of your personal information by ASFA, please contact the ASFA Head Office using the Contact page of the ASFA website.

13. Users Located in the European Economic Area: If you are located in the European Union, Iceland, Liechtenstein or Norway (the "European Economic Area"), please [click here](#) for additional information about ways that ASFA may collect, use, and share information about you.