Privacy Policy

WM-POL-04

Revision No. 1

Prepared by:	Meg Pratt Registration Manager
Reviewed by:	G Mark Hardy Chief Information Security Officer
Approved by:	Susan A. Walter Susan A. Walter Managing Director

July 2024

Table of Contents

Table of Contents i
1.0 Purpose 1
2.0 Scope 2
3.0 Privacy Policy 3
3.1 Information WM Symposia Collects 3
3.2 Site Use Information 3
3.3 Financial Transactions 3
3.4 Training Records 4
3.5 Opting Out of Communications 4
3.6 Disclosing Information to Third Parties 4
3.7 Security 5
3.8 Personnel Involved in Records Security and Privacy 6
3.9 Links to Other Websites 6
3.10 Child Privacy 6
3.11 Access from Outside the United States 6
3.12 Governing Law 7
3.13 Changes to this Privacy Policy 7
3.14 Contact 7

Date	Version	Author	Next Review
07/12/2024	1	M. Pratt	

Revision Commentary:

07/10/2024 - Updated length of attendee and educational records, opt-in terms, security measures, and WM Info email address.

1.0 Purpose

The purpose of the Privacy Policy is to provide an understanding of how WM may collect information about our conference attendees and/or any other users of our website: wmsym.org and how that information may be used and maintained.

2.0 Scope

This privacy policy sets forth the privacy practices and policies governing the Website and our Mobile Application.

Our Privacy Policy covers the following aspects:

- Information WM Symposia Collects
- Information You Provide to Us
- Site Use Information
- Use of Cookies
- Financial Transactions
- Opting Out of Communications
- Disclosing Information to Third Parties
- Security
- Links to Other Websites
- Child Privacy
- Access from Outside the United States
- Governing Law
- Changes to this Privacy Policy
- Contact

3.0 Privacy Policy

WM Symposia, Inc. (WM) is committed to respecting and protecting your privacy and wants you to understand how we may collect information about you through our website, wmsym.org, and how that information may be used and maintained. This privacy policy sets forth the privacy practices and policies governing the Website and our Mobile Application.

BY USING OR ACCESSING THE WEBSITE OR BY PROVIDING PERSONAL INFORMATION TO US ON OR THROUGH THE WEBSITE, YOU CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF THAT INFORMATION IN ACCORDANCE WITH THIS PRIVACY POLICY AND APPLICABLE LAWS.

3.1 Information WM Symposia Collects

The following describes the types of information–personal and other–that we may collect about you, and how we use and maintain that information.

Information you provide to us: WM may collect and store information you supply us with while using our services. This may include information that can be used to contact or identify you such as your name, email address, physical address, phone number, IP address, and background information. We may use any information you provide for our general purposes and share it with third parties as described in this Privacy Policy.

If you provide us with a telephone number, address, or an email address, you expressly agree that we, or our authorized agents, can use that information to contact you about WM and its associated activities.

We may retain attendee record information that you provide to WM no longer than 50 years to maintain educational records and facilitate continuity. Please refer to WM-POL-05: Record Retention & Destruction Policy.

3.2 Site Use Information

Our web servers may collect the IP address of visitors to our website. We may use this information to measure the use of our website, including number of visits, average time spent on the Website, pages viewed, etc. to improve the content we offer. We may share with third parties this information or other data on an aggregated basis without the use of any information that personally identifies you.

3.3 Financial Transactions

When you engage in any financial transaction through our website, you may be asked to provide your financial information, such as your credit card and billing address. This information is processed by a third-party (currently Authorize.net) responsible for its

security. Their privacy policy may be found at https://www.authorize.net/. WM does not receive, have access to, record or store your information. Additionally, WM does not accept credit card payments over the phone, via email, or fax.

3.4 Training Records

When you register for workshops or other learning events with WM, your information is captured in the Credits Management module on the WM platform that allows you to attain certificate of attendance and requisite professional development hours (PDH) or continuing education units (CEU). These training records are saved indefinitely. As some attendees have participated for decades, we do maintain attendance records for as long as future conferences are anticipated. Training records will include, PDH or CEU certificates and hours earned for each learning event, and for accredited learning sessions delivered by WM, your training record will indicate successful and unsuccessful learning assessments completed by you for each event. You are granted access to these training records through your individual profile and therefore can download the records as needed for professional certification needs. WM does not release your information to third party professional certifying bodies without your expressed written consent.

3.5 Opting Out of Communications

If you have subscribed to or are otherwise receiving WM news or similar information from us by email and no longer want to receive such information in the future, you may opt out of receiving these emails by clicking the "unsubscribe" link at the bottom of those emails you receive. You may also designate your preference for opting out of communications in your online profile. Please allow ample time for us to process your request. If you are having difficulty unsubscribing, please contact us directly at the email or phone number listed below under Contact.

Please note that even if you opt out of receiving emails, you will still receive communications related to your interaction with WM (such as confirmation of registration or form submission) or otherwise as required by law. Also note that we may keep information we have collected about you for educational record-keeping, research, and other purposes indefinitely.

3.6 Disclosing Information to Third Parties

WM will not share, rent, sell or otherwise disclose any Personal Information that we collect about you through our website, unless you “opt in” as part of registration for the annual conference, the Program Development Meeting (PDM), or other WM organized event. If you “opt in,” the following applies:

- You authorize the release of your Personal Information.

- We may use the Personal Information we collect from you to communicate with you about registrations, events, education, other WM activities, and to conduct research and analysis.
- You agree that we can share your information with other attendees through the app or other mechanism for facilitating peer-to-peer contact. If you do not want your information to be shared with other attendees, you must not opt in.
- WM may disclose Personal Information that we collect about you to our third-party contractors (such as the Grand Canyon Tour coordinator) and payment processors who perform services for us in connection with the website, to complete or confirm transactions that you conduct with us. We may also disclose Personal Information to service providers or suppliers if the disclosure will enable that party to perform business, professional, or technical support for us.
- WM may disclose Personal Information about you as part of a merger, acquisition, other sale, transfer of the assets or business of WM. We cannot guarantee that any entity receiving such information in connection with one of these transactions will comply with all terms of this Privacy Policy.
- We may disclose Personal Information to comply with the law, applicable regulations, governmental and quasi-governmental requests, court orders, subpoenas, to enforce our Terms of Use or other agreements, to protect our rights, property or safety or the rights, property or safety of our users or others. We reserve the right to release information that we collect to law enforcement or other government officials, as we, in our sole and absolute discretion, deem necessary or appropriate.

WM may also share aggregated or anonymous information that cannot identify you with third parties. For example, WM may disclose the number of visitors to our website or the number of people who have downloaded a particular document.

3.7 Security

To help protect the privacy of data you transmit through our website, where Personal Information is requested, we use technology designed to encrypt the information. We use TLS 1.2 or higher encryption throughout the site where any submission of data is involved. The actual data (i.e., profile) information in the database is encrypted. Your password is also encrypted, we do not store the password as an unencrypted field.

In addition, we take steps to protect the user data we collect against unauthorized access. However, you should keep in mind that the Website is run on software, hardware, and

networks, which may from time to time, require maintenance, experience problems or breaches of security beyond our control.

You also play a role in protecting your Personal Information. You must maintain the security of your online transactions by not sharing your passwords or account information with any unauthorized parties.

Please also be aware that despite our best intentions and the guidelines outlined in this Privacy Policy, data transmitted over the Internet through encryption methods cannot be guaranteed to as 100% secure. WM cannot guarantee the security of any information you transmit to us or through our website, and therefore your use of our website is at your own risk.

3.8 Personnel Involved in Records Security and Privacy

All WM personnel that are involved in maintaining, using, and updating any of the above-mentioned information and records are provided with this policy and best practices are shared to help keep your information secure.

3.9 Links to Other Websites

WM website may contain links to other websites. This Privacy Policy only addresses WM's use, and disclosure of your information collected through our website. WM does not have access to the information gathered by those websites, nor are we responsible for their content or processing of personal information or data. Please refer to the privacy policies of those websites for further details on their own data protection policies.

3.10 Child Privacy

If you are under the age of 18, please do not use or access the Website. It is not our intent to collect or use Personal Information from anyone under 18 years of age, and we knowingly will not do so. If we are made aware that Personal Information from children under the age of 18, and we are asked to delete this information from our databases, we will promptly do so.

3.11 Access from Outside the United States

We use third-party processing tools that process data in the US. If you access the Website from outside of the United States, information collected about you may be transferred to servers inside the United States and maintained in accordance with this policy. We use technical measures such as encryption listed in section 3.7, and organizational measures taken by our personnel in section 3.8 to protect your data. By providing us with information about you and allowing us to collect and process it, you consent to such transfer and processing of your data.

3.12 Governing Law

When you visit our website or provide information to us, you agree that any dispute over privacy or the terms contained in this Privacy Policy will be governed by the law of the State of Arizona. You also agree to abide by any limitation on damages contained in our Terms of Use, or other agreement that we have with you.

3.13 Changes to this Privacy Policy

We may occasionally amend this Privacy Policy to reflect WM activities and user feedback and we reserve the right to make changes to this Privacy Policy at any time. Use of your information is subject to the Privacy Policy and Terms of Use in effect at that time. Provisions contained in this Privacy Policy supersede all previous notices or policies regarding our practices with respect to our website. Please check the “Last Updated” legend at the top of this page to see when this Privacy Policy was last revised. We encourage you to check frequently to see the current Privacy Policy to be informed of how WM is committed to protecting your information and provide you with improved content on our website to enhance your experience.

3.14 Contact

If you have any questions or comments regarding our Privacy Policy or our Website, please contact us via email at info@wmsym.org or by phone at +1 480-557-0263.