**The International Isocyanate Institute**

**Privacy Policy**

The International Isocyanate Institute (the “Institute”) has adopted this Privacy Policy (“Policy”) to govern the collection, use, and storage of data. The Institute places a high priority on protecting your privacy. This Policy was created in order to demonstrate the Institute’s commitment to the privacy of our employees, members and website users.

This policy explains what types of information is collected by the Institute and how this information is used. This Policy governs all forms of Personal Data collected by the Institute whether electronic, written or oral. By accessing our website or providing your information to us, you accept and agree to the practices described in this Policy.

**How We Collect Personal Data**

Personal Data identifies you as an individual or is information that can be linked to you as an individual (“Personal Data”). In general, a visitor will know when Personal Data is being collected because he or she will have to fill out a form (e.g. for event registration) or volunteers such information (e.g. in the form of a business card). In addition, we may collect Personal Data through your use of the website(s).

Visitors may generally browse public portions of the Institute website(s) anonymously without providing any detailed information. However, Personal Data is required in connection with registering with the site.

In addition, Personal Data will be requested in connection with meeting or event activities, requesting additional information, signing up for newsletters, or submitting questions through this site.

 The Institute does not knowingly collect or use any Personal Data from users under 13 years of age.

**How We May Use Your Personal Data**

We may use your Personal Data to provide you with personalized service; to send e-mail alerts to you, to answer your requests, to process your website or meeting registration, etc. We may also use your information to track visits to our website. This lets us see which of our features are the most popular so we can better serve our users’ needs. It also lets us provide aggregate data about our traffic (not identifying you personally, but showing how many visitors used which features, for example) to outside parties.

**What Personal Data Do We Collect When Registering On Our Website(s)**

Upon registration on our website(s), we collect the following information via the registration process:

1. Name and e-mail address;
2. Your information preferences as they relate to the site’s content;
3. Affiliation and location on a voluntary basis.

**What Personal Data Do We Collect When Registering For Or Participating In Events**

Personal Data collected when you register for or participate in Institute meetings or events may include name, affiliation, contact information, dietary or smoking preferences, or as indicated otherwise on the registration form.

**Cookies and IP Addresses**

A "cookie" is a piece of data stored on your hard drive containing information about you. The Institute may use cookies and the IP address of your computer for the proper operation, maintenance and troubleshooting of its website(s). Such information is logged, but not permanently stored, when you register or log in to our website(s). You have the option of setting your computer to disable cookies or to alert you when cookies are being used. If you choose to disable cookies, please be aware that portions of the Site may not function properly.

**How We Share Information**

Personal Data collected at the time of registration on our website(s) is restricted to Institute employees and to those third parties that have been hired to operate and troubleshoot the website(s).

Personal Data collected when registering for or participating in Institute meetings or events may be shared as follows:

1. Name and affiliation will be included in meeting or event minutes, which are made available to other participants and Institute members;
2. Other business card information (phone, fax, e-mail address) may be shared with other participants and Institute members;
3. In addition, information collected via the registration form may be provided to third parties as needed for the organization of the event (e.g. lodging, catering, transportation, etc).

The Institute reserves the right to disclose without notice any information in its possession if required to do so by law, to protect or defend the Institute’s rights or property, or to respond to an emergency.

**External links**

This Policy only addresses the Institute’s use and disclosure of your Personal Data. The website may contain links to other websites, so please be aware that we are not responsible for the privacy practices of other websites, and we are not liable for their misuse of Personal Data. We encourage you to be aware that when you go to another website you should carefully read their privacy policy. Links to other sites do not imply the Institute’s endorsement of the products or services, or privacy or security practices of those websites.

**Rights of European Residents**

Under certain circumstances, you have rights under data protection laws in relation to your Personal Data.
You have the right to:

**Request access** **to your Personal Data**. This enables you to receive a copy of your Personal Data and to verify that we are lawfully processing it.

**Request correction of your Personal Data**. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

**Request erasure** **of your Personal Data**. You may have the right to request that Personal Data we hold about you is deleted.

**Object to processing** **of your Personal Data.** You may have the right to prevent or restrict processing of your Personal Data.

**Request restriction of processing of your Personal Data**. This enables you to ask us to suspend the processing of your Personal Data in the following scenarios: (a) if you want us to establish the data’s accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer** **of your Personal Data**. Where technically feasible, we will provide to you, or a third party you have chosen, your Personal Data in a structured, commonly used, machine-readable format.

**Withdraw your consent.**  However, if you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact us.

**How You Can Access and Change Information**

The Institute acknowledges that you have the right to access your Personal Data. In case you request us to remove data, we will respond within a reasonable timeframe.

Upon request, we will provide you with information about whether we hold any of your Personal Data. You can update or correct your Personal Data or remove it from our system by making a request to us at the contact information provided below. Requests typically receive a response within thirty (30) days. If access cannot be provided within that time frame, we will provide the requesting party with an estimated date by which the information will be provided. If for some reason access is denied, we will provide an explanation of why access has been denied.

**Our Security Measures to Protect Your Personal Data**

We are committed to taking reasonable efforts to secure the information that you choose to provide us, and we use a variety of security procedures and commercially available software tools to help protect against unauthorized access to or alteration, disclosure, or destruction of Personal Data. We restrict access to Personal Data to our employees, contractors and service providers who need to know the information to operate, develop, or improve our services.

Unfortunately, no transmission of Personal Data over the Internet can be guaranteed to be 100% secure. Accordingly, and despite our efforts, the Institute cannot guarantee or warrant the security of any information you transmit to us, or to or from our online services. The Institute has no responsibility or liability for the security of information transmitted via the Internet. If you have questions about this Policy or the security of your Personal Data, please contact us as indicated under the “Contact Us” section below.

We retain your Personal Data for as long as your account is active or as needed to provide you services, comply with our legal obligations, resolve disputes and enforce our agreements.

**Modifications**

We may amend this Policy from time to time without prior notice; please review it periodically. Your continued use of our website will be deemed to be your agreement to the changed terms.

**Contact Us**

If you have any questions about this Policy or our treatment of the information you provide us, please contact us at:

Email:  office@iiiglobal.net

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