### Who we are

We are Imagery International, a 501(C6) non-profit based in California, USA. Our website address is: https://imageryinternational.org.

# **Website Privacy Policy**

We respect the privacy of our visitors. We collect only such personal information as is needed to provide the information, service, or assistance that you request.

# **Information We Collect Automatically**

If you visit our website to browse, read, or download information:

- Your web browser automatically sends us (and we may retain) information such as the:
  - Internet domain through which you access the Internet (e.g., yourServiceProvider.com if you use a commercial Internet service provider, or yourSchool.edu if you use an Internet account from your school);
  - Internet Protocol address of the computer you are using;
  - o type of browser software and operating system you are using;
  - o date and time you access our site; and
  - the Internet address of the site from which you linked directly to our site.
- We will use this information as aggregate data to help us maintain this site, e.g., to determine the number of visitors to different sections of our site, to ensure the site is working properly, and to help us make our site more accessible and useful.
- We will not use this information to identify individuals, unless there is a specific reason to do so such as for site security or law enforcement purposes.
- We will not obtain personally-identifying information about you when you visit our site, unless you choose to provide such information.

### **Other Information We Collect**

#### All Visitors

If you choose to identify yourself (or otherwise provide us with personal information) when you use our online forms:

- We will collect (and may retain) any personally identifying information, such as your name, street address, email address, and phone number, and any other information you provide. We will use this information to try to fulfill your request and may use it to provide you with additional information at a later time. We will not disclose such information to third parties, except as specified in this privacy policy.
- Your information will be used by Imagery International to communicate with you and to provide you with information about our programs.
- If you request information, services, or assistance, we may disclose your personal information to those third parties that (in our judgment) are appropriate in order to

fulfill your request. If, when you provide us with such information, you specify that you do not want us to disclose the information to third parties, we will honor your request.

### **Mailing List Members**

In addition to the above, if you sign up for our mailing list but are not a paid member, we will collect personal information that you provide to us, including, but not limited to, your name, designation(s), mailing address(es), email address(es), as provided by you. Such information is necessary to facilitate your access to or participation in our mailing list.

Additionally, the mailing list is facilitated by online mailing services (e.g. MailChimp, PHPList, Wild Apricot, etc.). Your information may be moved between mailing list services as suits the needs of Imagery International.

Please note that Imagery International is not responsible for the privacy policies of such other organizations or their collection, use, sharing, or other processing of your personal or other information, and Imagery International hereby disclaims any liability or responsibility in connection therewith.

#### **Members**

Member Contact Information: We will collect personal information that you provide to us, including, but not limited to, your name, designation(s), employer's name, job title, mailing address(es), email address(es), telephone number(s), fax number, and photograph. Such information is necessary to facilitate your access to, use of, purchase of, or participation in our service and product offerings, including, but not limited to: membership; events, meetings, or conferences; educational programs; and online forums. Please note that you may decline to share your personal information with us, in which case we may not be able to provide you with certain aspects of our services or products.

**Member Background Information:** We will collect background information that you provide to us, including, but not limited to, your date of birth, ethnicity, gender, biography, primary job role, job functions, job history, education, professional memberships, areas of interest, social media handles, and honors and awards. You will be asked to consent to the collection of certain of this information, such as ethnicity, in accordance with this privacy policy at the time of collection, and you may withdraw that consent at any time. Such information is collected to analyze member background and improve the member experience.

**Payment Information:** If you choose to purchase a product or service, we and/or our third-party payment processors will collect your payment information, including, but not limited to, your credit or debit card number, card verification value (CVV) number, and expiration date.

**Enrollment, Registration, and Order Form Information:** In order to enroll in or register for an Imagery International program, attend Imagery International events, meetings, or conferences, or request Imagery International products or services, you will be required to fill out a registration or order form and provide personal information, which we will use to process your registration or order. In certain circumstances, a program, event, meeting, or conference accessed through the site may be jointly sponsored or co-sponsored with another organization.

If the enrollment or registration is handled by such other organization, that organization's (not Imagery International) privacy policy will apply and be controlling. Please note that Imagery International is not responsible for the privacy policies of such other organizations or their collection, use, sharing, or other processing of your personal or other information, and Imagery International hereby disclaims any liability or responsibility in connection therewith.

#### **Information Sharing**

Personal information may be given to a third party in order to complete a specific business transaction on behalf of Imagery International. Such transactions may include the following:

- Your name and contact information, as provided to Imagery International, may be shared with Imagery International members to provide a service, satisfy a question, or develop a prospective business relationship. We are not responsible for members' use or misuse of your personal information.
- Your name and contact information, as provided to Imagery International, may appear on registration or attendee lists distributed at Imagery International programs, events, meetings, and conferences to other attendees, including members, and other third parties, including, but not limited to, presenters and other necessary third parties. We are not responsible for use or misuse of your personal information by presenters, or the like.
- Additionally, should you attend one of our online events, your name or ID as you
  provide it, will be visible to other participants. The particular details of this and of
  how your information displays is the responsibility of the online event host. Imagery
  International is not responsible for how the information is displayed nor for the use or
  misuse of your personal information accessed by other participants/attendees or the
  online event host.
- We may share your personal information with third parties that provide services to Imagery International including, but not limited to, administration/operation support; marketing, promotions, and communications; program, event, meeting, or conference enrollment, registration, planning, hosting, or management; website hosting; database management; payment card processing; or other data processing.
- We also may disclose personal information if we become subject to a subpoena, court
  order, or law enforcement or other government agency inquiry or investigation or if
  we are otherwise legally required to disclose such information. We also may use and
  disclose information about you to establish or exercise our legal rights, to enforce
  the Terms and Conditions of Use Agreement, to assert and defend against legal

- claims, or if we believe such disclosure is necessary to investigate, prevent, or take other action regarding actual or suspected illegal or fraudulent activities or potential threats to the physical safety or well-being of any person.
- If all or part of Imagery International is merged into or otherwise transferred to another entity, we may transfer the personal information you provided to us to such entity as part of that transaction.

#### **Information Use**

Imagery International uses the information that we collect to provide our services and products and to operate our business. We may use and store such information for legitimate and lawful business purposes, for example, in order to:

- provide a service or product you requested;
- secure your membership status;
- fulfill your membership benefits;
- analyze and evaluate member and prospective member needs and interests, and improve the member and prospective member experience;
- notify you of Imagery International official business, news, activities, programs, events, meetings, conferences, services, products, and benefits;
- send occasional email communications on behalf of vendors;
- track event, meeting, and conference attendance;
- track education-related activities:
- prepare invoices and process payments;
- respond to communications and inquiries that you send to us;
- respond to a notice of alleged copyright infringement;
- promote the function, safety, and security of our services; and
- for other legitimate and lawful business purposes.

For individuals located in the European Economic Area, we rely on multiple legal bases to collect, use, share, or otherwise process your personal data, including that:

- you have given consent, which you may withdraw at any time;
- it is necessary for us to perform a contract with you;
- it is necessary for us to comply with legal obligations;
- it is necessary for our or a third party's legitimate interests;

- it is necessary for us to perform a task in the public interest or for our official functions; and/or
- it is necessary to protect someone's life.

To the extent we rely on our legitimate interests as a legal basis to collect, use, share, or otherwise process your personal data, those interests include: providing a product or service you requested; securing your membership status; fulfilling your membership benefits; analyzing and evaluating member and prospective member needs and interests, and improving the member and prospective member experience; notifying you of Imagery International official business, news, activities, programs, events, meetings, conferences, services, products, and benefits; sending occasional email communications on behalf of vendors; tracking event, meeting, and conference attendance; tracking education-related activities; preparing invoices and processing payments; responding to communications and inquiries that you send to us; responding to a notice of alleged copyright infringement; and promoting the function, safety, and security of our services.

## **How Long We Keep Information**

We may keep information that we collect for an unlimited period of time.

Email office@imageryinternational.org if you want us to delete any specific information.

### **Security**

Please note that electronic communication, particularly email, is not necessarily secure against interception. Please do not send sensitive data (e.g., Social Security, bank account, or credit card numbers) by email or web form.

We use a security app to help make this website more secure and also have enabled SSL.

### **Cookies**

We may use cookies in order to customize this site for return visitors. They allow the website to recognize that you have visited the site previously. These cookies are not required for site functionality.

Additionally, third-party widgets such as YouTube or Flickr may install cookies depending on their configuration. You are not required to accept any cookies to use this site. If you click on a video or other link that brings you to a social media site, you are then subject to their privacy policies. Imagery International is not responsible for the privacy policies of such other organizations or their collection, use, sharing, or other processing of your personal or other information, and Imagery International hereby disclaims any liability or responsibility in connection therewith