



Privacy Notice- Virtual Event

Effective as of January 21, 2021

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1. WHO WE ARE

The Association of Change Management Professionals (hereinafter “ACMP”, “we”, “us” or similar) is an organization with its main office at 1809 E. Broadway, Suite 173 Oviedo, FL 32765, United States of America. We collect and process several categories of personal data from you as a user of the ACMP website to which this privacy notice is linked (hereinafter the “Website”) when you register for an event, webinar, meeting, or other activities (each, an “event”). Insofar as European Union data protection law applies, we are a controller with regard to the data we process.

We take your privacy extremely seriously and this privacy notice describes our practices regarding our collection and use of your personal data – such as what data we collect, why we collect it, and what we do with it, and sets forth your privacy rights.

Please read this Privacy Notice carefully to understand how we handle your personal information. Further details on the steps we take to protect your personal information can be obtained by contacting our Privacy Officer:

Privacy Officer
Association of Change Management Professionals
1809 E Broadway ST, STE 173, Oviedo, FL 32765
help@acmpglobal.org
Phone United States: +1.888.389.0130
Phone Outside United States: +1.407.392.3373

2. PERSONAL DATA WE PROCESS ABOUT YOU

2.1 Event registration through our website

We use our website to collect personal data that you directly input into event registration forms as well as in any other page we set up as an event organizer, such as your name, email address, your employer's name, job title, mobile phone number, payment information, and other transaction-related information. This data, except for payment information, is collected by us and we process it in the performance of a contract with you (the event registration) as well as in our legitimate interest to manage our events and contact you, as follows:

- (a) Manage our event attendees.
- (b) Contact you with regard to the event you have registered.
- (c) Contact you with regard to other events that we organize, and think may be of interest to you, from which you can opt out at any time by using the unsubscribe link in the email, or by contacting help@acmpglobal.org.
- (d) May place you on ACMP's mailing list and contact you with communications from ACMP on association news, updates, etc, you can opt out at any time by using the unsubscribe link in the email, or by contacting help@acmpglobal.org.
- (e) Run statistics with regard to our event attendees.
- (f) Improve our future events.
- (g) Name, organization, and job title may be published on the conference website and event mobile app for other attendees to view and network; you will have the ability to opt-out of having this information shared
- (h) basic business card information (name, company, job title, email, phone number, and basic demographic data) may be shared with event sponsors for the purposes of data collection and marketing. You have the ability to opt-out of participating during registration sign-up.

2.2 Event registration, participation, and related matters

In order to participate in our events, you will be issued a name tag that identifies the level of access that your registration grants you. You will be asked to show this name tag at the entry in the various areas of our events, as this is in our legitimate interest to manage the access to our events.

Where we provide food in our events, we may ask you about food allergies or other conditions, so that we adapt our menu accordingly. Providing this information is optional, and we will only process it with your consent.

The information above is stored by us for a period of three (3) years after the termination of the event.

2.3 Speakers

If you are a speaker in our events, we may be processing your name, title, employer, employment history, education, as well as your presentation slides (if applicable), photos and videos of you at our events. The presentation slides (if applicable), photos and videos may be shared with our members through the channels we consider appropriate.

We do ask for your consent to take photos and videos of you and share them publicly, however given that our interest is to publicize our events, if you do not agree we may refuse to appoint you as a speaker.

2.4 Partner marketing

When you attend our events, you may receive promotional emails provided by our event partners. You have the ability to opt-out of participating during registration sign-up.

2.5 Use of the Website

In addition to the information, you provide in connection with an event registration, the website collects certain information about which you can read here: [Privacy Policy](#) and [Cookie Policy](#).

3. HOW WE SHARE INFORMATION

We will disclose your personal data only for the purposes and to those third parties as described below.

We will take appropriate steps to ensure that your personal data are processed, secured, and transferred according to applicable law.

3.1 Disclosure to third parties

We will share the strictly necessary parts of your personal data, on a need-to-know basis with the following categories of third parties:

(a) Payment processors that process payments for event registrations. These platforms act as controllers with regard to your data, collect most data directly from you, and such personal data processing is subject to the third party's own privacy policy.

(b)

(c) companies that provide products and services to us (processors) and located in the United States, such as:

- (i) Third parties involved in organizing our events, client support or sales activities.
- (ii) Service providers, acting as processors, based in the United States who provide IT, payment processing, web hosting, web design, conference app hosting, elections, surveys, webinars, and system administration services.
- (ii) information technology systems suppliers and support, including email archiving, telecommunication suppliers, back-up and disaster recovery and cyber security services.

(d) other parties such as public authorities and institutions, accountants, auditors, lawyers, and other outside professional advisors located in the United States where their activity requires such knowledge or where we are required by law to make such a disclosure.

We will also disclose your personal information to third parties:

- (i) if you request or authorize us to do so.
- (ii) to persons demonstrating legal authority to act on your behalf.
- (iv) if we are under a duty to disclose or share your personal information in order to comply with any legal obligation, any lawful request from government officials and as may be required to meet national security or law enforcement requirements or prevent illegal activity.
- (v) to respond to any claims, to protect our rights or the rights of a third party, to protect the safety of any person or to prevent any illegal activity; or
- (vi) to protect the rights, property, or safety of ACMP, our employees, customers, suppliers, visitors, or other persons.

We, as well as some of these recipients may use your data in countries which are outside of the European Economic Area. Please see Section 4 below for more detail on this aspect.

3.2 Restrictions on use of personal information by recipients

Any third-party processors with whom we choose to share your personal information pursuant to the above are limited (by law and by contract) in their ability to use your personal information for the specific purposes identified by us. We will always ensure that any third parties with whom we choose to share your personal information are subject to privacy and security obligations consistent with this Privacy Notice and applicable laws. However, for the avoidance of doubt this cannot be applicable where the disclosure is not our decision, including where you request it.

Save as expressly detailed above, we will never share, sell or rent any of your personal information to any third party without notifying you and, if applicable, obtaining your consent.

4. PROVISIONS APPLICABLE FOR PERSONS IN THE EUROPEAN ECONOMIC AREA

4.1 Transfers of information outside of the European Economic Area

Since we are an organization based in the United States, we process your personal data outside of the European Economic Area. We do this for purposes of performance of the contract you conclude with us by registering for one of our events. We also do this for our legitimate interest to carry out the event and to inform you of essential facts about the event and future related events.

Where your personal data is transferred to other entities as mentioned in Section 3 above, we will take appropriate measures to ensure that the recipient protects your personal information adequately in accordance with this Privacy Notice. These measures include entering into European Commission approved standard contractual arrangements with them.

4.2 Your rights

As a data subject, under EU data protection law you have specific legal rights relating to the personal data we collect from you (and may include the right to access your data, to ask for erasure, correction, restriction, porting, or to object to certain processing). We will respect your individual rights and will deal with your concerns adequately. Please see Section 9 of our [Privacy Policy](#) for additional information.

5. SECURITY

We are committed to protecting personal information from loss, misuse, disclosure, alteration, unavailability, unauthorized access, and destruction and take all reasonable precautions to safeguard the confidentiality of personal information, including through use of appropriate organizational and technical measures. Organizational measures include physical access controls to our premises, staff training and locking physical files in filing cabinets. Technical measures include use of encryption, passwords for access to our systems and use of anti-virus software.

In the course of provision of your personal data to us, your personal information may be transferred over the internet. Although we make every effort to protect the personal information which you provide to us, the transmission of information between you and us over the internet is not completely secure. As such, we cannot guarantee the security of your personal information transmitted to us over the internet and that any such transmission is at your own risk. Once we have received your personal information, we will use strict procedures and security features to prevent unauthorized access to it.

6. CHANGES TO OUR PRIVACY NOTICE

We reserve the right, at our discretion, to modify our privacy practices and update and make changes to this privacy notice at any time. For this reason, we encourage you to refer to this privacy notice on an

ongoing basis. This privacy notice is current as of the date which appears at the top of the document. We will treat your personal data in a manner consistent with the privacy notice under which they were collected.

7. COMPLAINTS

We will investigate and attempt to resolve any request or complaint regarding the use or disclosure of your personal information. If you are not satisfied with our reply and you are from the European Economic Area, you may also make a complaint to the data protection authority in your country.