

# **Privacy Policy**

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## 1. Privacy Policy

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This privacy policy applies to INTERSPICE and its channel trading names: the SPICE User Group (SPICE), Enterprise SPICE (ESPICE), the SPICE Conference (SPICECONF), International Registration and Certification Scheme for Assessors (ARCS), PATHFINDER Conformity Assessment Scheme (PATHFINDER), Automotive SPICE and Functional Safety Conference (ASPICECONF) - (hereinafter collectively referred to as “INTERSPICE” “we” “our” “us”).

We know that you care about how your Personal Data is used and shared, and we take your privacy seriously. We want to ensure that you get the information, content, and experiences that matter most to you. We are committed to protecting the privacy of members, assessors, customers, volunteers, and other contacts.

‘Personal Data’ means any ‘personal information’ relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

## 2. Scope

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This privacy policy applies to all personal information processed by employees, volunteers when acting on our behalf, contractors and partners doing business on our behalf, all operating locations in all countries. It describes our practices and policies regarding the personal information that we collect from individuals who visit our websites, those who interact with us online, and from products and related services (including support and education) offered by us (the “Services”).

**[www.spice.international](http://www.spice.international), **[www.spiceusergroup.org](http://www.spiceusergroup.org), **[www.spiceconference.com](http://www.spiceconference.com),******

**[www.enterprisespice.com](http://www.enterprisespice.com), **[www.arcsinternational.com](http://www.arcsinternational.com), **[www.arcs.international](http://www.arcs.international),******

**[www.pathfinderalliance.org](http://www.pathfinderalliance.org), **[www.aspiceconference.org](http://www.aspiceconference.org)****

### 3. Categories of personal information

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You may provide us with certain categories of personal information when you:

- Complete and submit forms on our websites
- Apply for membership of a group or scheme
- Apply for registration or certification as an assessor
- Download papers, documents, forms or other content
- Register for webcasts, seminars, conferences, courses, training etc delivered by or hosted by us or a partner
- Subscribe to newsletters or other content-related materials
- Register for support
- Provide us with feedback or contact us via email, social media or otherwise
- Participate in a survey
- Use our community forums or interact with our blogs
- Purchase products and services

We may collect personal information in line with use cases which are further elaborated below and may include:

- Name (first and family name)
- Contact details (private and business address, phone, and/or email)
- Applicant sponsor contact details (business address, phone, email)
- Date of birth
- Social media (LinkedIn) profile information
- Assessor grade and ID number
- Education, work experience and professional information
- Copies of identification documents and education and training certificates
- Assessment experience records
- Author and peer review information
- Purchasing and payment information
- Subscription preferences

## 4. Use of your personal information

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We use (and, where specified, share) your personal information for the following purposes, to:

**Process transactions.** We use personal information such as name, address, telephone number, email address, and company/institution to engage in interactions with you, including your member/scheme/assessor application, order processing, event participation etc. We use financial/credit card and payment information to process your order and may need to share some of this information with delivery services, credit card clearing houses, and other third parties to complete the transaction.

**Provide support or other services.** We may use your personal information to provide you with support or other services that you have ordered or requested. We may also use your personal information to respond directly to your requests for information, including registrations for newsletters, webinars, or other specific requests.

**Provide information based on your needs and respond to your requests.** We may use your personal information to provide you with notices of new products and services.

**Provide online forums, group communications and social networks.** Some services may permit you to participate in interactive discussions, post comments, exchange information, or otherwise engage in networking activities and team communications. We do not control all the content that users post to these forums or social networks although some services are moderated. You should carefully consider whether you wish to submit information to these forums or social in accordance with the relevant terms of use.

**Administer products or services.** We may contact you if you purchase products to confirm certain information about your order. We may also use this information to confirm compliance with licensing and other terms of use.

**Select content, improve quality, and facilitate use of the websites.** We may use your personal information, including the information gathered as a result of site navigation and electronic protocols and cookies (including third-party cookies), to help create and personalize website content, improve website quality, track marketing campaign responsiveness, evaluate page response rates, conduct usability testing, and facilitate your use of the websites.

**Communicate with you about a conference or event.** We may communicate with you about a conference or event hosted or co-sponsored by us or one of our business associates. This may include information about the event's content, event logistics,

payment, updates, and additional information related to the event. Information you provide when registering for or participating in a conference or event managed or co-sponsored by parties, other than or in addition to us may be shared with those parties, and the treatment of such information is further subject to the privacy policies of those parties.

**Consider you for a member grade or certification award.** We may use personal information such as your name, education, work history, and volunteer activities to consider you for a member grade or for a certification award. We may need to share this personal information with your sponsors, references and others parties involved in evaluating your eligibility.

**Include you in a relevant member or scheme directory.** If you are a member of a user group, or hold a certification award in a scheme administered by us, at your request, we may include relevant information in a directory listing. We may also enable private member to member communication via your LinkedIn profile (your email address will never shared).

**Assist in your participation in activities.** We will communicate with you, if you are participating in certain activities such as authoring or reviewing a conference paper submission.

**Update you on relevant benefits, programs, and opportunities.** We may communicate with you regarding relevant benefits, programs, and opportunities available to you, through your membership(s) or certifications.

**Get feedback or input from you.** In order to deliver products and services of most interest to our customers, from time to time, we may ask members, customers, volunteers, and website visitors to provide us input and feedback (for example through surveys).

## **5. Control of personal information**

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You can control the personal information we have about you by using various methods; by using the unsubscribe link or the directions given in our various communications; by sending an email to [privacy@arcsinternational.org](mailto:privacy@arcsinternational.org) to cancel a subscription, membership or certification award.

## **6. Security of personal information**

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The security of your personal information is important to us. Please be aware that no security measures can wholly eliminate security risks associated with personal information; keep this in mind when disclosing any

sensitive personal information to us. Please do not disclose your website login credentials to unauthorized users. You are responsible for the security of your login credentials and for any activity that occurs with us. If we learn of a breach of data, we may notify you and others in a manner that is consistent with applicable law.

## **7. Retention of personal information**

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We retain personal information for as long as long as necessary to provide the Services, to comply with our business requirements, legal obligations, resolve disputes, protect our assets and enforce our agreements.

## **8. Personal information about minors and children**

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We do not knowingly collect personal information from or about children under 16. If we learn that we have collected personal information from a child under 16, we will delete that personal information as quickly as possible. If you believe that we might have any personal information from or about a child under age 16, please contact us.

## **9. Links to third party websites**

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Some of our websites link to other sites created and maintained by other organizations. We provide these links solely for your information and convenience. When you transfer to an outside website, you are leaving our domain.

We encourage you to read the privacy statement of each external website that you visit before you provide any personal information.

## **10. Responses to legal requests**

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We reserve the right to share your personal information to respond to duly authorized information requests of governmental authorities or where required by law.

## **11. Notification of changes to the Privacy Policy**

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We may update our Privacy Policy from time to time. If we make any material changes to our Privacy Policy we will notify you by email or by means of a notice on the relevant websites. Your use of website and Services following these changes means that you accept and agree to the updated Privacy Policy.

## **12. European Union privacy rights**

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Under the General Data Protection Regulation (Regulation EU 2016/679) (also known as GDPR), if you are an individual protected by the GDPR you may have certain rights as a data subject. To request personal information about or avail yourself of those rights, please send an email to [privacy@spiceconference.com](mailto:privacy@spiceconference.com) with "GDPR Request" in the subject line. In the email please describe, with specificity, the GDPR right you are requesting assistance with. Please note additional information may be requested prior to initiation of a request and that we reserve the right to charge a fee with respect to certain requests. Upon completion of its review you will be notified if your request has been granted, denied, or exemptions apply.

## **13. Contact**

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If you have any questions or concerns about this Privacy Policy or about the use of your personal information, please feel free to contact us by email at [privacy@arcsinternational.org](mailto:privacy@arcsinternational.org)



## 14. Revision History

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Version	Section	Change summary
1.0 2018-06-01		Published