# PRIVACY POLICY

Last Updated 6.28.2019

THE ASSOCIATION is defined as the Americas Hepato-Pancreato-Biliary Association

**Section 1. Use of Personal Data**

THE ASSOCIATION does not use personal data of our Member Contacts for any purpose other than to provide services that our members have contracted us to provide through our applications, as noted below, or as required by law. We process personal data in the following manner:

- To disclose to service providers as reasonably necessary or prudent to provide, maintain and support our applications, such as, for example, payment processors and data center or Web hosting providers. THE ASSOCIATION does not sell any information with third parties for promotional purposes.
- To deliver the applications that our members have contracted us to provide. Some examples include: If a member uses one of our applications to register for an event, we will use their provided e-mail address to send them information and announcements relating to that event. If a member uses one of our applications to pay for event registration fees or other products and services using their credit cards, we will pass the credit card information to payment card processors to validate the payment information and complete the transactions. As we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to respond to requests from public and government authorities including public and government authorities outside your country of residence; and (c) to protect against or identify fraudulent transactions. For other purposes when Customer Business Contacts provide explicit consent.

We aggregate and anonymize information about (i) members, and (ii) the use of our applications in order to improve our applications and to create benchmark and other business intelligence products. None of the aggregated and anonymized information contain personal data (i.e., does not identify any individual).

Our applications are flexible and allow THE ASSOCIATION to collect a variety of personal data from and about their Member Contacts, including name, organization, title, postal address, e-mail address, telephone number, fax number, social media account ID, credit or debit card number and other information including but not limited to dietary preferences, interests, opinions, activities, age, gender, education and occupation. Applications shall be limited to the purpose of providing the service for which our members have engaged THE ASSOCIATION. If you do not agree with our policies and practices, you may choose not to use our applications by notifying headquarters.

**Section 2. How Personal Data is Collected**

When Member Contacts voluntarily and explicitly enter personal data into THE ASSOCIATION applications. If a Customer Business Contact chooses to use our Applications to conduct business with a Customer (for example: register for or check into an event, respond to an online survey, download a mobile application), any information provided in connection with that interaction will be transferred to, and under the control of, THE ASSOCIATION.

THE ASSOCIATION understands that consent must be freely given, specific, informed and unambiguous.

**Section 3. Storage of Personal Data**

In various countries, upon their request, Member Contacts have the right to access their personal data and, if necessary, have it amended, deleted or restricted. Members can also ask for some types of personal data to be delivered to them, or another organization they nominate, in a structured and machine-readable format.

Where we process your personal data based on your consent, you have the right to withdraw your consent. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

THE ASSOCIATION processes Member Contacts data under the direction of our members and has no direct control or ownership of the personal data we process. Members are responsible for complying with any regulations or laws requiring notice, disclosure or obtaining consent prior to transferring the data to THE ASSOCIATION for processing purposes. Any Member Contact that seeks to access, correct or delete data, should direct their query to THE ASSOCIATION.

**Section 4. Use of Cookies and Web Beacons**

THE ASSOCIATION uses cookies or similar automatic data collection technologies as individuals interact with our applications to collect certain information about their equipment, browsing actions and patterns, including:

- Details of your visits to our applications, such as the date and time you access our applications, length of time you spend on our applications.
- Information about your computer and internet connection, such as your IP Address, computer type, screen resolution, language, Internet browser type and version.

**Section 5. Process to Secure Data**

THE ASSOCIATION uses a variety of organizational, technical and administrative measures to protect personal data within our organization. Should a data breach occur in the Association, the Association's Board will report and investigate the breach. Depending on the nature of the breach the Board will determine if the individuals and/or the appropriate governing body will be notified. The Association operates in more than one country. The lead data protection authority is the United States as this is where the main business/establishment is conducted.