

## **UNIFA Privacy Policy**

*Effective May 2018*

In an effort to maintain efficient service while respecting the privacy of those who visit the **UNIFA** Web site (Site) and correspond electronically with **UNIFA**, has created and posted the following privacy policy.

**UNIFA** is committed to keeping your e-mail address confidential. We do not sell, rent or lease to third parties the emails of members, Annual Meeting attendees or anyone else with whom we conduct business.

### **Information Collection and Use**

We will collect personally identifiable information that you provide to us, including, but not limited to, your name, employer's name, address(es), telephone, fax number, e-mail address and banking information. **UNIFA** may use and store such information in order to notify you of official **UNIFA** business; provide a product or service you requested; secure your membership status; analyze, evaluate, and improve member and prospective member needs and interests; alert you of **UNIFA** news, activities, courses and programs, services and benefits; and for other legitimate and lawful business purposes.

We use third parties to operate this website with whom we may disclose personally identifiable information to such entities as needed for them to perform their specific tasks under our instructions, subject to this policy and the general applicable GDPR rules.

We may disclose personally identifiable information to the proper authorities if we become subject to a subpoena or court order, 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 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 **UNIFA** is merged or otherwise transferred to another entity, we may transfer the personally identifiable information you provided to us to such entity as part of that transaction.

### **Registration and Order Forms**

In order to enroll or register in a program; attend **UNIFA** events, meetings, or conferences; or request products or services; you may be required to fill out a registration or order form and provide personally identifiable information which we will use to process your registration or order.

### **Cookies and Log Files**

Cookies are pieces of stored information used to provide smoother navigation throughout the Site, such as a saved password; to identify user trends, such as page views; and for other internal purposes, such as assessing the effectiveness of the Site. 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.

## **Links**

There are links to other websites throughout the Site. Please note that **UNIFA** is not responsible for the privacy policies of those other sites and hereby disclaims any liability or responsibility in connection with such linked sites.

## **Security**

General purpose data is stored locally on Kellen owned servers. For back-up and disaster recovery purposes data is replicated to Kellen's central data center located in the US. Kellen owns and operates all its' servers which are located in secure IT rooms controlled by card access that log all entries. Data off-loaded to tape is further secured through encryption with decryption keys only available to authorized staff. Kellen employs full disk encryption of computer hard drives to secure data stored locally by staff on laptop hard drives.

## **Updating Personal Information and Participation**

You may contact **UNIFA** as set forth below to update your personally identifiable information, opt-in to, or opt-out of any service at any time. We will provide opt-in and opt-out opportunities as applicable to the service or product being offered.

## **Privacy Policy Updates**

Should any changes be made to this privacy policy, we will post them on this page with appropriate explanation.

## **Acceptance of our Privacy Policy Terms**

Using the **UNIFA** website indicates your acceptance of our privacy policy. Your continued visits to the **UNIFA** website after changes are posted to this policy will signify your acceptance of those changes.

## **Contact information**

If you have questions, please contact us at:

**UNIFA**

+32 2 761 16 75

unifa@kellencompany.com