

## **International Professional Security Association (IPSA) Membership Privacy Policy**

IPSA is committed to respecting the privacy of its members. This Privacy Policy describes how IPSA processes the personal data it collects about you in connection with your membership of IPSA. By submitting your information to us, you are consenting to the use by us of your personal data as set out below.

### **What personal data does IPSA collect?**

IPSA collects personal data which identifies you or that can be used to identify you when combined with other information in IPSA's possession or likely to come into its possession. This personal data may include information such as your name, telephone number, fax number, e-mail address, organisation name, job title, business address, membership number and payment details. Personal data is collected by a variety of means, including face to face; by telephone, mail, fax, internet and e-mail and via third parties.

### **How does IPSA use your personal data?**

IPSA may use your personal data for the following purposes:-

- \* Administering and managing your membership of IPSA
- \* Advertising, promoting and marketing the business, products, services and activities of IPSA, its members and trusted third parties (including without limitation, sending to you by e-mail or by other means information regarding IPSA, its members and trusted third parties which you have requested)
- \* Publishing an IPSA membership directory for circulation to members and to other relevant parties
- \* To continue to develop the business and activities of IPSA

### **Who IPSA may disclose your personal data to**

IPSA may publish your data on its web site (e.g. in the form of member listings). IPSA may also share part or all of your data with the following categories:-

- \* IPSA representatives and other trusted third parties for the purposes of administering and managing your membership of IPSA
- \* Other members and trusted third parties for the purposes of providing you with information regarding IPSA, its members and trusted third parties which you have requested or which may be of interest to you, and is legal to do so.
- \* Government authorities, if legally required to do so, or if IPSA believes it necessary in connection with an investigation of any activity that is illegal or may expose IPSA to any liability
- \* Third parties in connection with any future merger, reorganization, or similar event in respect of IPSA

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**Your Ability to Opt-out / Opt-in**

You may at any time opt-out of receiving any communications sent to you regarding IPSA, its members and trusted third parties by following the opt-out procedures described in the relevant communication or in respect of communications sent directly from IPSA, by contacting IPSA at the email address specified below.

You may change your preference at any time as to what information is published in future membership listing publications or on the website by contacting IPSA.

**Security**

IPSA takes all reasonable steps to ensure that your unpublished personal data is secure. However IPSA cannot and does not guarantee that your personal data will be free from unauthorized interception or access and IPSA shall not be liable to you for any losses caused by any such unauthorised interception or access.

**Third Party Links**

IPSA's web site may contain links to other members' sites or third party sites not controlled or monitored by IPSA. These sites may independently use cookies stored on your computer to collect data and information about your internet browsing. IPSA is not responsible for and does not accept any liability for their actions or the content of their sites.

**Review, Correction, Questions and Comments**

If at any time you wish to update the personal data you have provided to IPSA; wish to see IPSA's records relating to your personal data; or if you have any questions or comments about IPSA's privacy practices, please contact IPSA at: [post@ipsamail.org.uk](mailto:post@ipsamail.org.uk)