

PRIVACY POLICY

Purpose

The Society of Infectious Diseases Pharmacists (“SIDP,” “we,” “our” or “us”). This policy describes the types of information SIDP may collect from our website and in email, text, and other electronic messages. This policy also describes our practices for collecting, using, maintaining, protecting, and disclosing that information. If you do not agree with our policy and practices, then your choice is not to use our website or correspond with us through electronic communications.

Scope

Any individual communicating electronically (including, but not limited to website, text, social media) with SIDP.

Definitions

Identity Data including first name, last name, username or similar identifier, title, and date of birth.

Contact Data including address, email address, and telephone number.

Financial Data including bank account and payment card details.

Transaction Data including details about payments to and from you and other details of products and services you purchase from us.

Technical Data including internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.

Profile Data including your username and password on our website, your purchases or orders, your interests, preferences, feedback and survey responses.

Usage Data including information about how you use our website, products and services.

Marketing and Communications Data including your preferences in receiving marketing from us and our third parties and your communication preferences.

Photograph and Recordings Data including photographs, video and audio recordings in which you are identifiable.

Background Data including degrees, licensure, certification, and practice setting.

Policy Statements

A. Information Collected

1. Types of Information
Categories of personal data that may be collected include identity, contact, financial, transaction, technical, profile, usage, marketing and communications, photograph and recordings and background.
2. Methods of Data Collection
 - a. Directly from you when you provide it to us. Including:
 - (i) completion of forms or run searches on our website (including when you register for SIDP membership, courses or events);
 - (ii) contacting us via email;
 - (iii) responding to surveys.
 - b. Automatically as you navigate through the website. Information collected automatically may include usage details, IP addresses and information collected through cookies and other tracking technologies.
 - (i) As you navigate through and interact with our website, we may use automatic data collection technologies to collect certain information about you, your browsing actions and patterns, including details of your

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visits to our website, including traffic data, location data, logs and other communication data and the resources you access and use on the website; and information about your computer and internet connection, including your IP address, operating system, and browser type.

- (ii) The technologies we use for this automatic data collection may include cookies. A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting, you may be unable to access certain parts of our website. Unless you adjust your browser settings to refuse cookies, our system will issue cookies when you direct your browser to our website.
- c. From third-parties (e.g., your employer or our contractors);
- d. Via publicly available sources (e.g., Facebook, X, LinkedIn, Instagram).

B. **Use of Information Provided to SIDP from You**

We use information we collect about you or that you provide to us, including any person data, for the following:

1. To present our website and its contents to you, including to allow you to participate in the interactive features of the website;
2. To enable you to become a member, and to otherwise provide you courses and other products and services you request from us;
3. To fulfill any other purpose for which you provide it;
4. To provide you with notices about your membership, including expiration and renewal notices;
5. To carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection;
6. In any other way we may describe when you provide the information;
7. For any purpose consistent with our exempt purpose;
8. For any other purpose with your consent; or
9. In aggregate without restriction (your data and other users) that does not identify any individual.

C. **Disclosure of Your Information**

1. We may disclose aggregated information about our users, including you, and information that does not identify any individual, without restriction.
2. We may disclose personal information that we collect or you provide as described in this privacy policy:
 - a. to our staff and management company;
 - b. to our contractors, service providers, and other third parties we use to support us;
 - c. to report the continuing education credits you earn;
 - d. to third parties to market their products or services to you if you consented to/not opted out of these disclosures;
 - e. to third parties in SIDP's discretion, consistent with, and to advance, its exempt purpose;
 - f. to fulfill the purpose for which you provide it;
 - g. for any other purpose disclosed by us when you provide the information; or
 - h. with your consent.
3. We may also disclose your personal information:
 - a. to comply with any court order, law or legal process, including to respond to any government or regulatory request;

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- b. to enforce or apply our terms of use and other agreements, including for billing and collection purposes; and
- c. if we believe disclosure is necessary or appropriate to protect the rights, property, or safety of SIDP, our members, or others. This includes exchanging information with other companies and organizations for the purpose of fraud protection and credit risk reduction.

D. **Choices About How We use and Disclose Your Information**

We strive to provide you with choices regarding the personal information you provide us. You have the following control over your information:

1. **Tracking Technologies.** You can set your browser to refuse all or some browser cookies, or to alert you when cookies are being sent. If you use multiple browsers on your device, you will need to instruct each browser separately. To learn how you can manage your Flash cookie settings, visit the Flash player settings page on Adobe's website. If you disable or refuse cookies, please note that some parts of our website may then be inaccessible or not function properly.
2. **Promotional Offers from SIDP.** If you do not wish to have your personal information used by SIDP to promote our products or services, you can opt-out if you contact us. If we send you a promotional email, you may send us a return email asking to be omitted from future email distributions. If you are an SIDP member, you may log into your member profile page and opt-out of such disclosures by adjusting your preferences by checking or unchecking the relevant boxes. If your membership status changes at any time, your email preferences may return to default settings and require additional changes.
3. **Social Media Platforms and Networks.** We encourage you to review your privacy options and setting with the social media platforms and networks you use to understand what choices you have about sharing information from those platforms and networks with us.
4. **Disclosure of Your Information for Third-Party Advertising.** If you do not want us to share your personal information with unaffiliated or non-agent third parties for promotional purposes, you can opt-out if you contact us and state your desire to opt-out of such disclosures.

E. **Accessing and Correcting Your Information**

1. If you are an SIDP member, you may review and correct your personal information by logging into our website and visiting your profile page. Whether or not you are an SIDP member, you may send us an email to request changes to your personal information. However, we may not delete your personal information. Also, we may not make a requested change if we believe the change would violate a law or legal requirement, cause the information to be incorrect, or not be in the best interest of SIDP.
2. SIDP also may retain certain information about you in aggregated form. Once aggregated, this information does not directly or indirectly reveal your identity. This privacy policy does not restrict our use of aggregated data. Aggregated data will not be subject to access or correction requests. However, if we combine or connect aggregated data with personal data so it can directly or indirectly identify you, we treat the combined data as personal data that is subject to this privacy policy.

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F. Data Security

1. We use measures that are appropriate to protect your personal information from improper access, use, alteration, and disclosure. All information you provide us is stored on our secure servers behind firewalls. Any payment transactions and login information is encrypted using SSL technology.
2. The safety and security of your information also depends on you. Where you have a password to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.
3. The transmission of information via the internet is not completely secure. Although we take steps to protect your personal information, we cannot guarantee the security of your personal information transmitted to us electronically, including through our website. **ANY TRANSMISSION OF PERSONAL INFORMATION IS AT YOUR OWN RISK. WE ARE NOT RESPONSIBLE FOR CIRCUMVENTION OF ANY PRIVACY SETTINGS OR SECURITY MEASURES CONTAINED ON THE WEBSITE.**

G. Children Under the Age of 18

Our website and services are not intended for anyone under the age of 18. We do not knowingly collect personal information from anyone under the age of 18. If we learn we have collected or received personal information from someone under the age of 18 without verification of parental consent, we will delete that information. If you believe we might have information from someone under the age of 18, please contact us.

H. Your European Union (EU) and United Kingdom (UK) Privacy Rights

1. SIDP operates in the United States. When you access or use our website or correspond with us electronically, you may be transferring your personal data outside the country in which you are located.
2. This section addresses the rights of European Union and United Kingdom residents under EU and UK data protection laws. We will only process your personal data when we have a lawful basis to do so. In addition, when we transfer personal data outside of the EU or UK to a country that has not been granted “adequate” status by the European Commission, we will, as required by applicable law, put in place appropriate contracts containing standard data protection clauses approved by the European Commission to protect that information and the rights of individuals.
3. Most commonly, we will process your personal data in the following circumstances:
 - a. where processing is necessary for the performance of a contract we have with you, or in order to take steps at your request prior to entering into a contract with you;
 - b. where processing is necessary for the purpose of our legitimate interests, except where our interests are overridden by your interests or fundamental rights and freedoms;
 - c. where processing is necessary for our compliance with a legal obligation; or
 - d. where you provide consent to the processing for specific purposes.
4. Under certain circumstances, EU and UK residents have the following rights:
 - a. **Request access to your personal data.** This enables you to be informed whether we are processing your personal data, and if we are, receive access to the personal data and certain additional information, including regarding the purpose of the processing.

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- b. **Request correction of the personal data that we hold about you.** This enables you to have any incomplete or inaccurate data we hold about you corrected and submit a supplementary statement to us.
 - c. **Request erasure of your personal data.** This enables you to ask us to erase personal data when certain conditions apply, including that processing the personal data is no longer needed for the purposes for which it was collected or otherwise processed, or the personal data was obtained based on consent, and we possess no other legal ground for processing. Note, however, we may not be able to comply with your request of erasure for specific legal reasons.
 - d. **Object to processing of your personal data.** This enables you to object to the processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your situation that makes you feel the processing impacts your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your personal data which override your interests, rights, and freedoms.
 - e. **Request restriction of processing of your personal data.** This enables you to ask us to suspend the processing of your personal data in limited scenarios, including if you want us to establish your personal data's accuracy.
 - f. **Request the transfer of your personal data.** We will provide you, or a third party you choose, your personal data in a structured, commonly used, machine-readable format. Note this right only applies to automated information you initially provided consent for us to process or where we used your personal data to perform a contract with you.
 - g. **Withdraw consent at any time where we are relying on consent to process your personal data.** This enables you to withdraw your consent to process your personal data. However, your withdrawal of consent does not affect the lawfulness of any processing carried out before the withdrawal.
5. If you have a concern about our processing of your personal data that we are not able to resolve, you have the right to submit a complaint with the Data Protection Authority where you reside.

I. Changes to our Privacy Policy.

If we make material changes to how we treat our users' personal data, we may notify our members of the changes by email to the primary email associated with their member profile. SIDP members are responsible for ensuring we have an up-to-date active and deliverable email addresses for them. The date this privacy policy was last revised is identified at the bottom of this page. You are responsible for periodically visiting our website and this privacy policy to check for any changes.

Approving Body/Date of Approval

SIDP Board of Directors

February 13, 2024

Contact Information:

If you have questions or concerns about our Data Privacy Policy or your personal data, please contact us at: Society of Infectious Diseases Pharmacists
sidp@affinity-strategies.com

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