

# Privacy Policy

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This "Privacy Policy" explains the collection, use, and disclosure of "personal information" by ICOPA 2018, through the Website that ICOPA 2018 operates at <http://www.icopa2018.org>. In accordance to the Information Network Promotion Law revised in September 30, 2011 and legislated to prevent the misuse and abuse of personal information on the Internet, this Privacy Policy also explains our commitment to you with respect to our use and disclosure of the personal information that ICOPA 2018 Organization collects from its members. That commitment is contained in a "Data Usage Policy," below. As used in this policy, "personal information" means information that would allow a party to identify you such as, for example, your name, address or location or email address.

ICOPA 2018 Organization collects membership information in order to provide better services to its users. By accessing <http://icopa2018.org> as your ID, you are accepting and agreeing to the practices described in this Privacy Policy.

### 1. Purpose of Collection and Use of Personal Information

We collect information solely for the purpose of providing services to participants and facilitating our communication with them. We do not collect or use personal information for any other purposes. The personal information provided to us by the members makes it possible for us to deliver, based on it, more useful information selectively.

**Emails and Newsletters.** We use the personal information you provide to us when you receive our newsletter in order to respond to your request, to reply to your email or to send you communications about news and events related to ICOPA 2018. When you subscribe to our newsletter, your name and email address is sent to and stored by ICOPA 2018(<http://www.icopa2018.org>).

**Registered Users.** When you register to obtain a user account on [www.icopa2018.org](http://www.icopa2018.org), you may be asked to provide personal information to create your account and establish a password and profile. Providing your email address and/or real name is required. If you do provide your email address, it will allow us to send you your password if you should forget it. We will also use that personal information to establish and maintain your membership and provide you with the features we provide for Registered Users, and for the purpose of contacting you about upcoming news and results of abstract submission.

Any other personal information that we may collect which is not described specifically in this Privacy Policy will only be collected and used in accordance with the Principles. When the range, purpose, and use of the information collected by us change, we will make sure to notify our members and ask for their consent beforehand.

## **2. Range of Personal Information**

Only the minimum amount of information reasonably necessary to provide you with services should be collected and maintained, and only for so long as reasonably needed or required; This includes their name, e-mail (including second e-mail, postal code and address.

## **3. Maintenance and Disuse of Personal Information**

Information you provide through our Website, or that we gather as a result of your use of our Website, should not be used for marketing or advertising purposes, nor should it be provided voluntarily (without your permission) to anyone else unless required. ICOPA 2018 will continue to maintain and manage its members' personal information as long as they continue to receive its information about abstract submission, registration and hotel reservation related to ICOPA 2018. However, when a member cancels his or her membership by request for de-registration, all personal information collected by us will be permanently deleted from our database, ensuring that the opening or use of such information for any purposes is no longer possible.

## **4. Security Management for Personal information**

ICOPA 2018 has implemented reasonable measures to protect against unauthorized access to and unlawful interception or processing of personal information that ICOPA 2018. However, no website can fully eliminate security risks. We will post a reasonably prominent notice to the Website if any such security breach occurs.

## **5. Changes and Updates to this Privacy Policy**

We may occasionally update this Privacy Policy. When we do, we will also revise the Effective Date below. We encourage you to periodically review this Privacy Policy to stay informed about how we are protecting the personal information we collect. Your continued use of the Website constitutes your agreement to this Privacy Policy and any updates.

## **6. Responsibility for Security Breach**

Members are responsible for the security of the passwords for their membership accounts. ICOPA 2018 never asks its members for their passwords, either through mail or any other methods. Under no circumstances should you ever disclose your password. We ask that you pay particular attention when you are logged in, in order to ensure that your personal information is not divulged to others.

If you have any concerns or suggestions about our Privacy Policy and management of your personal information, please do not hesitate to contact our representatives listed below through email or phone, and we will respond to you as expeditiously as possible.

If you have questions about this Privacy Policy, please contact us by email at [icopa2018@gmail.com](mailto:icopa2018@gmail.com)