

## **Privacy Policy**

The International Institute for Sustainable Laboratories (I<sup>2</sup>SL) is a 501(c)(3) organization whose mission is to provide education and information to the sustainable laboratory community. I<sup>2</sup>SL is committed to protecting the privacy of users of its website and related applications. The following policy applies to I<sup>2</sup>SL and its website, membership data portal, and conference Web application. It also applies to the websites of I<sup>2</sup>SL's affiliated chapters.

With respect to personal data received, I<sup>2</sup>SL is subject to the regulatory enforcement powers of the U.S. Federal Trade Commission and relevant U.S. laws and regulations. Users who reside outside the United States and choose to use our website/Web-based applications understand and agree that their information may be processed in accordance with the laws of the United States, where laws regarding processing of information may be less stringent than the laws of other countries.

This policy describes how I<sup>2</sup>SL collects and uses information from its members, visitors to its website or app, and attendees at its annual Conference and Technology Fair, including Personally Identifiable Information (PII). For the purposes of this policy, PII is defined as any data or personal information that can be used on its own or in conjunction with other information to identify, locate, or contact an individual. Visitors to the I<sup>2</sup>SL website and related applications may be asked to input name, email address, mailing address, phone number, or payment information.

I<sup>2</sup>SL receives PII from individuals for membership initiation/renewal fees; educational offerings; event registration; and conference attendance, exhibition, and other conference-related activities. I<sup>2</sup>SL is responsible for processing of PII it receives from members, conference attendees, and purchasers of its educational offerings. It may subsequently transfer data to a third party acting as an agent on its behalf, including Web hosting services, support contractors, and local, state, or international chapters of I<sup>2</sup>SL.

## **Terms of Use**

I<sup>2</sup>SL and its agents use PII to process payments, update membership status, communicate with conference participants, and verify continuing education credit for participants in its educational offerings. I<sup>2</sup>SL may periodically send emails regarding conference registrations, speaker coordination, webinar participation, or promotion for I<sup>2</sup>SL educational offerings. Any promotional email I<sup>2</sup>SL distributes to its network of contacts contains a link to "unsubscribe" from the list.

We do not sell PII. We do not share, trade, or otherwise transfer PII to outside parties unless we provide users with advanced notice. This does not apply to I<sup>2</sup>SL contract support and other parties that assist the organization in operating its website or serving members; I<sup>2</sup>SL Chapter officers; Annual Conference sponsors and exhibitors; and other educational partners.

I<sup>2</sup>SL and our agents use "cookies" and similar technologies on our website and mobile applications in order to track browsing behavior, links clicked, items purchased, and data about how its members, conference attendees, and other users use and interact with our services. Users can change cookie setting in the Options or Preferences of their internet browsers.

Any users wishing to have PII they provided to I<sup>2</sup>SL deleted can contact [info@i2sl.org](mailto:info@i2sl.org) to have their data removed from I<sup>2</sup>SL's and its agents' data storage.

## **More Information**

For any questions regarding this privacy policy or how I<sup>2</sup>SL uses PII, contact I<sup>2</sup>SL at [info@i2sl.org](mailto:info@i2sl.org).