

## **Terms and Conditions**

Thank you for visiting our website. Please take a few moments to read these terms and conditions which relate to your use of the information on this site. We revise this page from time to time, so please review these terms periodically.

This World-Wide Website with its home page in the domain (the “Website”) is a complimentary information and interactive community service offered by the International Papillomavirus Society (“IPVS”) at no charge to users of the World Wide Web, with the express condition that these users agree to be bound by the terms and conditions set forth in this User Agreement. IPVS reserves the right to change these terms and conditions at any time, without notice to you, and you must consult the most recent version of this User Agreement (not an older cached version) each time you view the Website. Use of this Website constitutes your acceptance of all of the following terms and conditions, in their current form or as modified.

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## **General Use of Website**

The Material is intended to provide helpful, constructive, general information and guidance only in relation to the field of Papillomavirus and related diseases and should not be relied upon for any other purpose. IPVS is not in any way responsible for your use, misuse or otherwise of the Material.

You acknowledge that the information on the Website is provided “as is” for general information only. It is not intended as medical advice, and should not be relied upon as a substitute for consultations with qualified health professionals who are familiar with your individual medical needs.

### **Extent of IPVS’ liability for the Website**

IPVS makes no warranties of any kind regarding this Website, including but not limited to any warranty of accuracy, completeness, currency, reliability, merchantability or fitness for a particular purpose, or any warranty that these pages, or the server that makes them available, are free of viruses or other harmful elements, and such warranties are expressly disclaimed.

You agree that you will hold harmless IPVS and its officers, directors, employees, and volunteers from all claims arising out of or related to your access or use of, or your inability to access or use, this Website or the information contained in this Website or other websites to which it is linked. This includes, but is not limited to, information or materials viewed or downloaded from this Website or another website to which it is linked that appear to you or are construed by you to be obscene, offensive, defamatory, or that infringe upon your intellectual property rights. In no event will IPVS or the contributors of information to this Website be liable to you or anyone else for any decision made or action taken by you in reliance on such information or for any consequential, special or similar damages, even if advised of the possibility of such damages.

- Although IPVS uses all reasonable endeavours to edit and review Material prior to publication, IPVS makes no warranties in relation to the accuracy or reliability of any Material published on this website. The Material may contain inaccuracies or typographical errors;
- IPVS does not host all pages appearing on this website and for this reason and due to the nature of the world-wide web generally, does not warrant that this website will be available 24 hours a day, nor that it will be free of virus or other harmful code or properties. IPVS does require that its third party host adhere to all data protection laws and principles but makes no warranty as to the security or safety of personal information which you might provide via this website;
- IPVS does not endorse products or services advertised on this site by third parties, or advertised or presented on third party websites which may be linked to this site. Information regarding third



parties, their goods and services or links to their websites, are provided to you as a visitor to this website for your general information and assistance only. You visit third party websites and enter into contracts with such third parties at your own risk.

## **General**

The website is operated by the International Papillomavirus Society (IPVS), 534 Palomar Drive, Redwood City, CA 94062, USA. The IRS tax ID, or EIN, number is 57-1121656.

If you have any queries or concerns about this website generally, or would like to know more about IPVS, please contact us at:

### **International Papillomavirus Society (IPVS)**

#### **Administrative Office**

c/o Kenes International Organizers of Congresses S.A

7, rue François-Versonnex

C.P. 6053,

1211 Geneva 6, Switzerland

E-mail: [ipvsoffice@kenes.com](mailto:ipvsoffice@kenes.com)

### **IPVS Membership Refund Policy**

You may cancel your membership in IPVS at any time by non-renewal or by contacting us at the postal or email addresses listed above. Requests for refunds of membership fees will not be granted unless such requests are received by the IPVS Administrative Office within 10 days of the date the membership fees were paid.

Refund requests must be made in writing by the payer, and will be accepted via fax or e-mail. Requests must be received by the stated cancellation deadline.

In case of credit card payment:

- Refund requests must include the following information:
  - o date of payment
  - o membership number,
  - o full name of the member,
  - o full name of the card holder of the card used to make the payment
  - o first 4 digits and last 4 digits of the credit card used to make the payment
- Refunds will be credited back to the original credit card used for payment.

In case of wire transfer payment:

- Refund requests must include the following information:
  - o date of payment
  - o membership number
  - o name of the member
  - o name of the payer
- Bank transfer charges will be deducted from the refunded amount.

After cancellation, the member will no longer receive any related IPVS membership benefits.

## **PRIVACY NOTICE**

**Last updated on 25 May 2018**

### **Introduction**

Welcome to the International Papillomavirus Society's (hereinafter referred to as IPVS or the Society) privacy notice.

IPVS respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) or when you interact with any of the online forums, registration forms, sign-up forms, other digital activities carried out through this website ("Activities"). This Privacy Notice also describes your choices regarding the use, access and correction of your personal information and informs you about your privacy rights and how the law protects you.

You can download a pdf version of the policy here: <http://ipvsoc.org/wp-content/uploads/2016/09/Association-IPVS-Terms-Conditions-Refund-Policy-Privacy-Notice-Final.pdf>

### **1. Important information and who we are**

#### **Purpose of this privacy notice**

This privacy notice aims to give you information on how IPVS collects and processes your personal data through your use of this website, including any data you may provide through this website when you sign up to any of our activities including signing up for our newsletter, applying for membership and requesting funding.

This website is not intended for children 18 years of age or younger and we do not knowingly collect data relating to children.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

This privacy notice supplements the other notices and is not intended to override them.

### **Controller**

IPVS is the controller and responsible for your personal data (collectively referred to as “XX”, “we”, “us” “society” or “our” in this privacy notice).

### **Changes to the privacy notice and your duty to inform us of changes**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us. You can always log in to our membership area and use the ‘Update Your Profile’ section to update your details.

### **Third-party links**

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## **2. The data we collect about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, maiden name, last name, username, title, date of birth and gender.
- **Contact Data** includes postal address of either you or your institution, email address and telephone numbers.
- **Financial transaction Data** includes details about payments to and from you and other details of services you have purchased from us.
- **Technical Data** includes 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** includes your username and password (which is stored in an encrypted form), your interests, preferences, feedback and survey responses.
- **Usage Data** includes information about how you use our website and services.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.

We also collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does **not** directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

We do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

### **Purpose of collection**

The personal information we collect from you is used to enable us to provide you with any of the Society services and activities (as described in section 3).

### **If you fail to provide personal data**

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with membership and/or membership discounts. In this case, we may have to cancel your membership, but we will notify you if this is the case at the time.



### 3. How is your personal data collected?

We use different methods to collect data from and about you including through:

- **Direct interactions.** You may give us your identity, contact and financial data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
  - apply for membership;
  - apply for funding (awards, grants, scholarships etc) or participate in elections
  - apply for meeting attendance;
  - request marketing to be sent to you;
  - enter a competition, promotion or survey; or
  - give us some feedback.
- **Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies and other similar technologies. Please ask for our cookie policy for further details. Third parties: We work closely with third parties (including, for example, business partners and sub-contractors in technical, and payment services, advertising networks, analytics providers, academic institutions and search information providers) from whom IPVS may receive information about you.

### 4. How we use your personal data

IPVS may use your personal information in the performance of any contract we enter into with you, to comply with legal obligations, or where IPVS has a legitimate interest in using your information to enhance the services we provide. Legitimate purposes include but are not limited to one or all of the following: providing direct marketing and assessing the effectiveness of promotions and advertising; modifying, improving or personalizing our services and communications; detecting fraud; investigating suspicious activity and otherwise keeping our site safe and secure; and conducting data analytics.

In addition, we may use your information in the following ways:

- To provide you with information about services that you request from us;



- To provide you with information about other opportunities, events and services we offer that are either (i) similar to those you have already purchased or inquired about, or (ii) entirely new products, events and services related to the society;
- For internal research purposes to help enhance, evaluate, develop, and create IPVS websites (including usage statistics, such as "page views" on IPVS's websites);
- To notify you about changes or updates to our websites or services;
- To administer our services and for internal operations, including troubleshooting, data analysis, testing, statistical, and survey purposes;
- To allow you to participate in interactive features of our service; and
- For any other purpose that we may notify you of from time to time.

Personal information will not be kept longer than is necessary for the purpose for which it was collected. This means that, unless information must be retained for legal or archival purposes, personal information will be securely destroyed, put beyond use or erased from systems when it is no longer required or, where applicable, following a request from you to destroy or erase your personal information.

### **Opting out**

You can ask us to stop sending you communications at any time by logging into the website and checking or unchecking relevant boxes to adjust your communication preferences or by following the opt-out links on any marketing message sent to you or by [ipvsoffice@kenes.com](mailto:ipvsoffice@kenes.com). Please be aware that if you ask to be removed from future communications we will no longer be able to send you messages about your membership, including the reminder to renew your membership.

### **Cookies**

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the

cookies we use, please send an email to [ipvsoffice@kenes.com](mailto:ipvsoffice@kenes.com)

### **Change of purpose**

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **5. Disclosures of your personal data**

IPVS will not disclose to or share your personal information with any unaffiliated third party except as follows:

- Where necessary in connection with services provided by third parties (i) who provide us with a wide range of office, administrative, information technology, production, payment, or business management services, and (ii) who are required to comply with this policy;
- Where your consent has been provided, with a third party such as an academic institution, school, employer, business or other entity which has provided you with access to a product or service through an integration or access code, information may be shared regarding your engagement with the service or product, results of assessments taken and other information you input into the product or service;
- Where IPVS is required to disclose personal information in response to lawful requests by public authorities and government agencies, including to meet national security or law enforcement requirements; to comply with a subpoena or other legal process; when we believe in good faith that disclosure is necessary to protect our rights or to protect the rights, property or safety of our services, users or others; and to investigate fraud

### **6. International transfers**

We share your personal data within the society. This will involve transferring your data outside

the European Economic Area (**EEA**).

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission. For further details, see [European Commission: Adequacy of the protection of personal data in non-EU countries](#).

## **7. Data security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Access to your personal data will be restricted to only those who need to know that information and required to perform their job function.

We use third-party vendors and hosting partners to provide the necessary hardware, software, networking, storage, and related technology required to run our Activities. Where practical, we seek to obtain confidentiality agreements that are consistent with this Privacy Notice and that limit others' use or disclosure of your personal information.

## **8. Data retention**

### **How long will you use my personal data for?**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. Your data must be retained for as long as local accounting regulations require and generally for 5 years.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this

information indefinitely without further notice to you.

## 9. Your legal rights

You have the right to make a written request to be informed whether or not we hold or process any of your personal information (by emailing [ipvsoffice@kenes.com](mailto:ipvsoffice@kenes.com)). In your written request, you may:

- Request that we provide you with details of your personal information that we process, the purpose for which it is processed, the recipients of such information, the existence of any automated decision making involving your personal information, and what transfer safeguards we have in place;
- Request that we rectify any errors in your personal information;
- Request that we delete your personal information if our continued processing of such information is not justified;
- Request that we transfer your personal information to a third party;
- Object to automated decision-making and profiling based on legitimate interests or the performance of a task in the public interest (in which event the processing will cease except where there are compelling legitimate grounds, such as when the processing is necessary for the performance of a contract between us);
- Object to direct marketing from us; and
- Object to processing for purposes of scientific, historical research and statistics.

Where applicable under your local laws, we will not use your personal information for marketing purposes, nor disclose your information to any third parties, unless we have your prior consent, which we will seek before collecting your personal information.

### **No fee usually required**

You will not have to pay a fee to access your personal data (or to exercise any of the other

rights).

#### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

#### **Time limit to respond**

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

### **10. Changes to this Privacy Policy**

Please note that IPVS's Privacy Policy is reviewed periodically. IPVS reserves the right to modify its Privacy Policy at any time without notice. Any changes to the Privacy Policy will be posted on this page and will become effective on the date of posting. We encourage you to periodically review this page for the latest information on our privacy practices.