

MTSFB'S PRIVACY POLICY

At MTSFB, we respect your right to privacy. We want to ensure that you get the information, content and experiences that matter most to you. MTSFB is committed to protecting the privacy of its members and other contacts.

This privacy policy applies to all personal data processed by full-time and part-time employees, when acting on behalf of MTSFB.

This Privacy Policy includes:

1. The type of personal information about you which is processed by MTSFB when you acquire and/or use any Products or Services from MTSFB;
2. Where or how MTSFB obtains this personal information (where available);
3. The purposes for which MTSFB collects and uses your personal information;
4. The classes of third parties to whom MTSFB may disclose your personal information; and
5. Whether it is voluntary or obligatory to supply your personal information and the consequences of failing to supply your personal information when it is obligatory.

Registering for and continuing to use the Products and Services, indicates your consent to your personal information being:

1. processed by MTSFB for the purposes set out in this Privacy Statement; and
2. disclosed by MTSFB to those classes of third parties identified in this Privacy Policy.

HOW WILL YOU KNOW IF THE PRIVACY POLICY IS CHANGED?

MTSFB may make modifications to this Privacy Policy from time to time. If we modify the Privacy Policy, we will post notice of the change on the website and if the modification adversely affects your rights in any material way, we will also send a copy of the revised Privacy Statement directly to you, by email or direct mail, in accordance with your current contact preference. We encourage you to periodically review this page for the latest information on our privacy practices.

WHAT INFORMATION DO WE COLLECT?

MTSFB collects the following personal data in line with the use purposes explained in a subsequent section:

- Name and contact details
- Personal information (Identification card no./ passport number)
- Education and professional information
- Copies of identification documents
- Communication information including MTSFB Support and MTSFB point of contact communications
- Purchasing and payment information
- Registration and participation in MTSFB events and activities
- Cookies
- Authentication data
- Location information
- Other information you upload or provide to us

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HOW DO WE USE YOUR INFORMATION?

MTSFB uses (and, where specified, shares) your personal information for the following purposes:

- **To process transactions.** MTSFB uses personal information such as name, physical address, telephone number, email address, and company/institution to engage in interactions with you including contacting you about your event participation or membership. We use financial/credit card and payment information to process your payment and may need to share some of this information with credit card clearing houses and other third parties to complete the transaction.
- **To provide support or other services.** MTSFB may use your personal information to provide you with support or other services that you have requested. MTSFB may also use your personal information to respond directly to your requests for information, including registrations for events, webinars or other specific requests
- **To provide information based on your needs and respond to your requests.** MTSFB may use your personal information to provide you with notices of new events, public comment and engagement and technical codes.
- **To provide online feedback and comments on new technical codes.** You should carefully consider whether you wish to submit personal information to tailor any comment you submit appropriately and in accordance with the relevant terms of use.
- **To select content, improve quality, and facilitate use of the website.** MTSFB may use your personal information including the information gathered as a result of site navigation and electronic protocols and cookies (including third-party cookies) to help create and personalize website content, improve website quality, evaluate page response rates, conduct usability testing and facilitate your use of the websites (for example, to facilitate navigation process, avoid duplicate data entry and enhance security).
- **To communicate with you about a meeting, conference or event.** We may communicate with you about a meeting, conference or event hosted or co-sponsored by MTSFB. This may include information about the event's content, event logistics, updates, and additional information related to the event.
- **To document standards development participation.** If you are a participant in MTSFB standards development, MTSFB uses your personal information to comply with policies and procedures, legal and accreditation requirements. MTSFB must capture your personal data for these purposes and provide information about activities related to standards development groups in which you participate. MTSFB standards development participation is documented through various methods, e.g., submission documents, email reflectors, records of meeting attendance, publicly available participation lists and declaration of affiliations.

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- **To update you on relevant MTSFB programs and opportunities.** MTSFB may communicate with you regarding relevant MTSFB benefits, programs and opportunities available to you, through your membership with MTSFB.
- **To get feedback or input from you.** In order to deliver products and services of most interest to our members from time to time, we may ask members and website visitors to provide us input and feedback (for example through surveys, usability studies, focus groups).
- **To protect MTSFB information assets as well as your own personal data.** MTSFB protects the confidentiality, integrity, and availability of MTSFB information assets by following a risk management approach based on policies, standards, guidelines, and procedures to meet security objectives while supporting business and operational goals.

BROWSING PRACTICES

MTSFB automatically records the Internet Protocol (IP) addresses of visitors. The IP address is a unique number assigned to every computer on the internet. Generally, an IP address changes each time you connect to the internet (it is a "dynamic" address). Note, however, that if you have a broadband connection, depending on your individual circumstance, the IP address that we collect may contain information that could be deemed identifiable. This is because, with some broadband connections, your IP address doesn't change (it is "static") and could be associated with your personal computer.

We keep track of the pages visited on MTSFB's website, the amount of time spent on those pages and the types of searches done on them. Your searches remain confidential and anonymous. MTSFB uses this information only for statistical purposes to find out which pages users find most useful and to improve the website.

COOKIES AND WEB BEACONS

Cookies and web beacons are electronic placeholders that are placed on your device by websites to track your individual movements on that website over time. MTSFB uses both session-based cookies (which last only for the duration of the user's session) and persistent cookies (which remain on your device and provide information about the session you are in and waits for the next time you use that site again).

These cookies and web beacons provide useful information to MTSFB, enabling us to recognize repeat users, facilitate the user's access to and use of our sites, allows us to track usage behavior, and to balance the usage of our website.

Tracking cookies, third-party cookies, and other technologies such as web beacons may be used to process additional information, enable non-core functionalities on the MTSFB website and enable third-party functions (such as a social media "share" link). We may also include web beacons and other similar technology in promotional email messages to determine whether the messages have been opened.