

# Conference and Event Privacy Policy

Thank you for your interest in the Strategic Execution Conference and the other events and programs (“Events”) of the Stanford Advanced Project Management (SAPM) Program and IPS Learning (“IPS”). By registering for the Conference or other Events sponsored or managed by IPS, you are consenting to IPS’s collection, use and disclosure of the information that you submit, in accordance with this Conference and Event Privacy Policy.

## Personal Information Collected

In order to process an Event registration, you will need to provide certain personal information, including your name, title, organization information, email address, mailing address, telephone numbers, payment information (such as credit card information), and other information volunteered by you. IPS may also collect and maintain personal information that you provide to us when you respond to marketing communications or surveys, send us mail or email, or contact us in person, by telephone or through the Internet.

## Uses of Information

IPS may use your personal information to:

- Manage your registration in, or communicate with you about, the Conference or other Events in which you have registered.
- Communicate with you, with your consent, about future Events, the SAPM program, or other products or services (see “Opt In and Opt Out” below).
- IPS may provide the personal information that you have volunteered to the SAPM Program and to other IPS partners, including Event sponsors, exhibitors, advisory board members and vendors engaged by IPS in connection with the Event for which you have registered, on the condition that they agree to treat your information in a manner substantially in accordance with this Privacy Policy.
- In order to process your Event registration, your payment information will be shared with our merchant services providers.
- IPS may aggregate your information with that of other attendees at the Event for which you have registered. In such cases, any personal identifying information will be stripped and the aggregate data will be completely anonymous. This aggregate data may show overall trends in events, and may be used by IPS or third parties for marketing or research purposes.

IPS does not sell, rent or share personal information with unaffiliated third parties for promotional purposes. IPS will not disclose your information to unaffiliated third parties without your consent, except in the limited instances discussed in “Disclosure of Information to Unaffiliated Third Parties” below.

## Opt In and Opt Out

When you register for a Conference or other Event, you will be asked to complete a form that allows you to voluntarily submit personal information, i.e., “opt in”, to disclosing your personal information to IPS. We also provide you with the opportunity to “opt out” of having your personal information used for certain purposes. In addition, if you no longer wish to receive any promotional communications from IPS, you may opt out of receiving them by contacting us at [privacy@ipslearning.com](mailto:privacy@ipslearning.com) or by postal mail at the address listed below. If your personal information changes, you may correct, update or amend it by contacting us by email or postal mail. We will make commercially reasonable efforts to process your request within 10 business days.

## Disclosure of Information to Unaffiliated Third Parties

IPS may disclose personal or other information when required by law to do so; for example, to respond to criminal or civil subpoenas, court orders, or requests by law enforcement personnel. IPS will only disclose information when it has a good-faith belief that such disclosure is necessary to comply with applicable laws and regulations, to protect IPS’s property interests (including intellectual property), or to prevent imminent bodily harm. Such disclosure may be made to law enforcement officers, government agencies, other companies, lawyers, or agents.

## **Children's Privacy**

IPS does not intentionally or knowingly collect personal information from anyone under 13 in connection with Event registration services. If you believe that IPS may have received any personal information about a child under the age of 13, please contact IPS at the address at the end of this policy.

## **Security**

IPS employs reasonable procedural and technical measures, consistent with standard practices in the training industry, which are designed to help protect your personal information from loss, unauthorized access, disclosure, alteration or destruction. For example, your personal information is stored on computer systems with limited access, located in controlled facilities. However, IPS cannot guarantee that third parties will not overcome any such measures and gain access to your information for unauthorized purposes. By registering for a Conference or other Event, you accept the risk that compromise of and unauthorized access to your information is possible. To the fullest extent permitted by law, IPS disclaims any warranty or guarantee that your information will be protected from misuse, appropriation, alteration, or loss.

## **Links to Other Sites**

Conferences and other Events may use online event registration website services supplied by a third-party service provider. If you register for a Conference or other Event and provide personal information through an event registration website, that information will be transmitted to IPS in its capacity as the Event planner. The third-party service provider may have its own privacy policy which governs your use of its website as part of the registration process.

You may also encounter links to the websites of IPS's partner organizations when registering for an Event. If you access any such links, you do so at your own risk and you should review the privacy policies at those sites. The SAPM Program and IPS are not responsible for the privacy practices of third parties and make no guarantees regarding the content, reliability, correctness or safety of any third-party websites.

## **Notification of Changes**

This Conference and Event Privacy Policy may be amended from time to time. Please check back periodically to review any changes.

## **Contact Information**

If you have any questions regarding this Privacy Policy, you may contact IPS via email at [privacy@ipslearning.com](mailto:privacy@ipslearning.com), or by postal mail at the following address:

IPS Learning, LLC  
8280 Greensboro Dr., Suite 550  
McLean VA 22102  
Attn: Vice President, Marketing

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