SHWorldwide LLC Registration Privacy Statement

(By last updated March 22, 2017)

SHWorldwide LLC (SHW) is committed to protecting your privacy. This privacy statement explains data collection and use practices of the SHW event registration team and Cvent registration site (the "Site"). By accessing the Site, you are consenting to the information collection and use practices described in this privacy statement.

Collecting Your Personal Information

We will ask you when we need information that personally identifies you or allows us to contact you. The personal information we collect may include your name, job title, organization, email address, phone, postal address, emergency contact information, personal biography, event travel itinerary, credit card information.

The Site may collect certain information about your visit, such as the name of the Internet service provider and the Internet Protocol (IP) address through which you access the Internet; the date and time you access the Site; the pages that you access while at the Site and the Internet address of the Web site from which you linked directly to our site. This information is used for the operation and improvement of the Site.

Use of Your Personal Information

SHW has agreed to develop and maintain a registration Site on behalf of our customer (the client). The personal information collected on this Site will be used to operate the Site and to provide the service(s) or carry out the transaction(s) you have requested or authorized. In support of these uses, SHW may use the personal information to provide you with more effective customer service, to improve the Site and to make the Site easier to use. Your personal information may also be used to provide you with important information about the event, including critical updates and notifications.

SHW occasionally hires other companies to provide limited services on our behalf, such as web site hosting, packaging, mailing services, answering customer questions about products and services, and sending information regarding special offers, and other new services. We will only provide those companies the personal information they need to deliver the service. They are required to maintain the confidentiality of the information and are prohibited from using that information for any other purpose.

SHW may disclose personal information if required to do so by law or in the good faith belief that such action is necessary to conform to the edicts of the law or comply with legal process served on the Site.

Control of Your Personal Information

Except as otherwise described in this statement, personal information you provide on the Site will not be shared outside of SHW, the Client and its controlled subsidiaries and affiliates without your permission.

You may choose to receive information directly from SHW or the Client at your registered email and postal addresses or provide secondary contact and shipping addresses for all communications and event material distributions. Please be aware that this privacy statement and any choices you make on the Site will not necessarily apply to personal information you may have provided to SHW or the Client in the context of other, separately operated, products or services.

Access to Your Personal Information

Customer information is collected by SHW; it is stored for, and shared with, the Client. You may review and edit the personal information you provided at this Site by signing in to the event registration site using your distributed registration code or site login credentials. You may also contact customer service; see Site for details.
Security of Your Personal Information
SHW is committed to protecting the security of your personal information. We have security measures in place to protect against the loss, misuse and alteration of information under our control. We periodically review and improve our security and privacy policies as necessary. Only pre-authorized individuals have access to Site servers and information provided by its users.

Data Integrity
SHW will use Personal Information only in ways that are compatible with the purposes for which it was collected or subsequently authorized by the individual. Reasonable steps will be taken to ensure that Personal Information is relevant, accurate, complete, and current to its intended use.

Enforcement
SHW and Cvent will conduct compliance audits of its relevant privacy practices to verify adherence to this Privacy Policy and the US Department of Commerce Safe Harbor Principles. Any employee that SHW or Cvent determines is in violation of this Privacy Policy will be subject to disciplinary action up to and including termination of employment.

SHW complies with the U.S.-EU Safe Harbor Framework and the U.S.-Swiss Safe Harbor Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information from European Union member countries and Switzerland. SHW has certified that it adheres to the Safe Harbor Privacy Principles of notice, choice, onward transfer, security, data integrity, access, and enforcement. To learn more about the Safe Harbor program, and to view SHW’s certification, please visit http://www.export.gov/safeharbor/.

Cookies
We use cookies on this Site to ensure the integrity of the registration process and to personalize the Site. A cookie is a small text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a Web server in the domain that issued the cookie to you. One of the primary purposes of cookies is to provide a convenience feature to save you time. For example, if you personalize a web page, or navigate within a site, a cookie helps the site to recall your specific information on subsequent visits. This simplifies the process of delivering relevant content, eases site navigation, and so on. When you return to the web site, the information you previously provided can be retrieved, so you can easily use the site’s features that you customized. You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of this or other web sites you visit.

Changes to This Privacy Statement
We may occasionally update this privacy statement. When we do, we will also revise the “last updated” date at the top of the privacy statement. For material changes to this privacy statement, we will notify you either by placing a prominent notice on the home page of our web site or by directly sending you a notification. We encourage you to periodically review this privacy statement to stay informed about how we are helping to protect the personal information we collect. Your continued use of the service constitutes your agreement to this privacy statement and any updates.

Contact Information
SHW welcomes your comments regarding this privacy statement. If you believe that SHW has not adhered to this privacy statement, please contact us by email at andrewd@shworldwide.com entering “Event Registration – Privacy” in the subject line or via postal mail at the address provided below, and we will use commercially reasonable efforts to promptly determine and remedy the problem. Privacy inquiries may be sent to:

SHWorldwide LLC
Attention: Event Registration Privacy
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