

## Privacy Policy ASTM , April 2023

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

### Scope

This privacy policy applies to all personal data processed by full-time and part-time employees, volunteers when acting on behalf of the ASTM, contractors and partners doing business on behalf of the ASTM, as well as all legal entities, all operating locations in all countries, and all business processes conducted by the ASTM.

### Information collected

What information do we collect?

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

- Your name and contact details
- Professional information
- Registration and participation in ASTM events and activities
- Subscription preferences
- Cookies
- Other information you upload or provide to us

How do we use your information?

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

**To process transactions.** The ASTM 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 order, donation, subscription, event participation, or membership. We use financial/credit card and payment information to process your order and may need to share some of this information with delivery services, credit card clearing houses, and other third parties to complete the transaction.

**To provide support or other services.** The ASTM may use your personal information to provide you with support or other services that you have ordered or requested. The ASTM may also use your personal information to respond directly to your requests for information, including registrations for newsletters, webinars, or other specific requests, or pass your contact information to the appropriate ASTM distributor or reseller for further follow-up related to your interests.

**To provide information based on your needs and respond to your requests.** The ASTM may use your personal information to provide you with notices of new releases and service developments.

**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 the ASTM or one

of our business associates. This may include information about the event's content, event logistics, payment, updates, and additional information related to the event. Information you provide when registering for or participating in a conference managed or co-sponsored by parties, other than or in addition to the ASTM may be shared with those parties, and the treatment of such information is further subject to the privacy policies of those parties. The ASTM and its conference co-sponsors may contact you after the event about the event, subsequent iterations of the event and related events. Please note that the ASTM conference, meeting or event organizers, co-sponsors, exhibitors, and other third parties may directly request your personal information at their conference booths or presentations. Providing your information to them is optional, and you should review their privacy policies to address your particular needs and concerns about how they will treat your personal information.

**To assist in your participation in ASTM activities.** The ASTM will communicate with you, if you are participating in certain ASTM activities such as ASTM conferences, authoring or reviewing an ASTM periodical article, or ASTM humanitarian activities. The ASTM may send you information such as newsletters related to those activities.

**To update you on relevant ASTM benefits, programs, and opportunities.** The ASTM may communicate with you regarding relevant ASTM benefits, programs, and opportunities available to you, through your membership(s) with the ASTM.

**To engage with third parties.** The ASTM may share your personal data with third parties in connection with services that these individuals or entities perform for or with the ASTM. These third parties are restricted from using this data in any way other than to provide services for the ASTM or for the collaboration in which they and the ASTM are contractually engaged. These third parties are carefully selected by the ASTM and obligated to keep your data secure. From time to time, we may also share your information with third parties whom we think might provide content, products, or services of interest to you.

How can you control your information?

You can control the information we have about you and how we use it in several ways.

- If you are a registered user, you can review, revise, and correct the personal data that you have provided to the ASTM via your ASTM Profile.
- Use the unsubscribe method provided in our various communications

How will you know if the Privacy Policy is changed?

The ASTM may update its Privacy Policy from time to time. If we make any material changes we will notify you by email if you have an ASTM Account, or by means of a notice on this website prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

For more information please contact [contact@astm.online](mailto:contact@astm.online).