

March 23, 2022

PERSONAL INFORMATION PROTECTION POLICY

OVERVIEW

UMAP is committed to protecting your Personal Information. As part of that commitment, we provide this policy to explain our privacy practices, including what information we collect, how we use it, and what choices you have about collection and use of your Personal Information. This PERSONAL INFORMATION PROTECTION POLICY outlines the principles and practices we will follow in protecting members' personal information. We urge you to review this entire policy. Information gathered on our site(s) are maintained on servers located in Canada. The data protection laws may differ from those of your jurisdiction. Your consent to this PERSONAL INFORMATION PROTECTION POLICY followed by your submission of Personal Information represents your understanding of this process.

By using our site(s), you agree to the collection, use and disclosure of your personal information for UMAP services and programs, as described in this statement. You can request, in writing, to withdraw consent to the collection, use or disclosure of personal information at any time, unless it would frustrate the performance of a legal obligation.

SECTION 1 –Collecting Personal Information

We will collect member information that is necessary to fulfill the following purposes:

- To open and manage a user account;
- To deliver requested services
- To manage member program offerings and/or applications for programs;
- To send out association membership information;
- To ensure a high standard of service to our members;

While using our site(s), we may ask you to provide us with certain Personal Information that can be used to contact or identify you. Information may include, but is not limited to:

- Email address
- First name and last name
- Gender
- Nationality
- Address, state, province, ZIP/postal code, city, country
- Higher Education Institution, student number, and graduation year

- Language proficiency & GPA

Retaining Personal Information

We will retain Personal Information only if necessary to fulfill the identified purposes or a legal or organizational purpose.

SECTION 2 – USE & DISCLOSURE OF DATA

Our site(s) use cookies (session, preference, and security) to operate our system, remember your preferences and various settings, that hold certain information.

Our site(s) may use the collected data for various purposes:

- To provide and maintain the system
- To notify you about changes to our system
- To allow you to participate in interactive features of our system when you choose to do so
- To improve your user experience and our services
- To provide analysis or valuable information so that we can improve the service
- To operate, administer, and improve our sites, and to customize your experience
- To detect, prevent and address technical issues

We use Private Information solely to facilitate your transaction with the host service provider. We do not use this information for any other purpose.

Personal information may only be disclosed on a need-to-know basis or when it is needed to perform the required duties for facilitating a UMAP service or program. When you decide to disclose personal information, consider both the benefit and the potential harm that may result from its release. We reserve the right to disclose your Personal Information in the following limited circumstances:

- To comply with a legal obligation
- To protect and defend the rights or property of the site(s)
- To prevent or investigate wrongdoing in connection with the Service
- In an emergency that threatens the personal safety of a user of the service, or the public
- To protect against legal liability, including fraud
- To investigate an anticipated breach of an agreement or a contravention of law

SECTION 3- SECURITY OF DATA

We are committed to ensuring the security of member Personal Information to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.

The following security measures will be followed to ensure that member Personal Information is appropriately protected:

- The use of user IDs with single email addresses
- Password encryption and reset processes
- Restriction of access to Personal Information as appropriate (i.e., only those that need to know will have access)

We strive to protect your Personal Information but the security of all electronic communications and storage is not guaranteed. We will continually review and update our security policies and controls as technology changes to ensure ongoing security.

SECTION 4 – SERVICE PROVIDERS

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf, to perform Service-related services or to assist us in analyzing how our Service is used. These third parties have access to your Personal Information only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

SECTION 5 – LINKS TO OTHER SITES

Our site(s) may contain links to other sites that are not operated by us. If you click on a third-party link, you will be directed to that third party's site. We strongly advise you to carefully review the privacy policy of every site you visit. We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

SECTION 6– CHANGES TO POLICY

You can review the most current version of the PERSONAL INFORMATION PROTECTION POLICY at any time at this page.

We reserve the right, at our sole discretion, to update, change or replace any part of this PERSONAL INFORMATION PROTECTION POLICY by posting updates and changes to our website. It is your responsibility to check our website periodically for changes. Your continued use of or access to our website or the Service following the posting of any changes to the PERSONAL INFORMATION PROTECTION POLICY constitutes acceptance of those changes.

SECTION 7 – YOUR RIGHTS

- Members can request access to your Personal Information, and an explanation of how personal information is used for services or programs;
- Members have the right to request a correction to, and/or erasure of Personal Information.
- We will make the requested information available within 30 business days, or provide written notice of an extension where additional time is required to fulfill the request.

SECTION 8 – CONTACT INFORMATION

Members should direct any Questions about the PERSONAL INFORMATION PROTECTION POLICY to the UMAP International Secretariat at umap-is@umap.org