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This “Privacy Policy” explains the collection, use, and disclosure of “personal information” by The 26th International Conference on Raman Spectroscopy organizing committee, through the Website that the secretariat of ICORS2018 operates at <http://www.icors2018.org/>. In accordance to the Information Network Promotion Law revised in September 30, 2011 and legislated to prevent the misuse and abuse of personal information on the Internet, this Privacy Policy also explains our commitment to you with respect to our use and disclosure of the personal information that the organizing committee of ICORS2018 collects from its members. That commitment is contained in a “Data Usage Policy,” below. As used in this policy, “personal information” means information that would allow a party to identify you such as, for example, your name, address or location or email address. The organizing committee of ICORS2018 collects membership information in order to provide better services to its users. By accessing <http://www.icors2018.org/> as your ID, you are accepting and agreeing to the practices described in this Privacy Policy.

### 1. Purpose of Collection and Use of Personal Information

We collect information solely for the purpose of providing services to our members and facilitating our communication with them. We do not collect or use personal information for any other purposes. The personal information provided to us by the members makes it possible for us to deliver, based on it, more useful information selectively.

**Emails and Newsletters.** We use the personal information you provide to us when you receive our newsletter in order to respond to your request, to reply to your email or to send you communications about news and events related to ICORS2018. When you subscribe to our newsletter, your name and email address is sent to and stored by ICORS2018 (<http://www.icors2018.org/>).

**Registered Users.** When you register to obtain a user account on <http://www.icors2018.org/>, you may be asked to provide personal information to

create your account and establish a password and profile. Providing your email address and/or real name is required. If you do provide your email address, it will allow us to send you your password if you should forget it. We will also use that personal information to establish and maintain your membership and provide you with the features we provide for Registered Users, and for the purpose of contacting you about upcoming news and events relevant to ICORS2018. Any other personal information that we may collect which is not described specifically in this Privacy Policy will only be collected and used in accordance with the Principles. When the range, purpose, and use of the information collected by us change, we will make sure to notify our members and ask for their consent beforehand.

## **2. Range of Personal Information**

Only the minimum amount of information reasonably necessary to provide you with services should be collected and maintained, and only for so long as reasonably needed or required; this includes their name, occupational position, e-mail, postal code and address. We may collect personal information at several places on the Website,

- when you subscribe us with your personal information such as by sending an email to us or signing up to receive a newsletter or our events listing;
- when you provide personal information to register to establish a user account on our Website in connection with your participation in ICORS2018.

## **3. Maintenance and Disuse of Personal Information**

Information you provide through our Website, or that we gather as a result of your use of our Website, should not be used for marketing or advertising purposes, nor should it be provided voluntarily (without your permission) to anyone else unless required. ICORS2018 will continue to maintain and manage its members' personal information as long as they continue to receive its services and retain their membership. However, when a member cancels his or her membership by request for de-registration, all personal information collected by us will be permanently deleted from our database, ensuring that the opening or use of such information for any purposes is no longer possible.

## **4. Range of Cookie Use**

When our members visit our site and their web browsers ask for cookies, ICORS2018 Website restricts its use of cookies only to the information that has no potential to invade their privacy, such as browser version, monitor information, operating system version, and information related to log-in.

## **5. Security Management for Personal information**

The Organizer of ICORS2018 has implemented reasonable measures to protect against unauthorized access to and unlawful interception or processing of personal information that The Organizer of ICORS2018 stores and controls. However, no website can fully eliminate security risks. We will post a reasonably prominent notice to the Website if any such security breach occurs. User ID has security risks in addition to those described above. Among other things, User ID is vulnerable to DNS attacks, and using ID may increase the risk of phishing.

## **6. Data Usage Policy**

Our Data Usage Policy covers how we maintain and use information about you that is collected by our Website and server logs, including when you log into a website using your ID of ICORS2018. **Non Personal Browsing Information We Collect.** When you use the Website, our servers may collect information automatically (through, for example, the use of your “IP address”) about your activities while visiting the Website and information about the browser you are using. In addition, whenever you use your ID to log into our Website, our server keep a log of the websites you visit.

**No Linking.** We do not intentionally link browsing information or information from our server logs to the personal information you submit to us. We use this information for internal purposes only, such as to help understand how the Websites are being used, to improve our Website and the features we provide, and for systems administration purposes.

**No Selling or Sharing.** Except in the unique situations identified in this Privacy Policy, The Organizer of ICORS2018 does not sell or otherwise voluntarily provide the non personal browsing information we collect about you or your website usage to third parties.

**No Retention.** The Organizer of ICORS2018 discards non personal browsing information from our server logs once we have used the information for the limited purposes noted above, under “No Linking.”

**Notice.** If The Organizer of ICORS2018 is required to provide a third party with your non personal browsing information, then, The Organizer of ICORS2018 will use reasonable means to notify you promptly of that event, unless The Organizer of ICORS2018 is prohibited by law from doing so or is otherwise advised not to notify you on the advice of legal counsel.

Any other non-personal information that we collect which is not described specifically in this Privacy Policy will only be collected and used in accordance with the Principles.

## **7. Children**

The Website is not directed at children under the age of 14. We will never knowingly request personal information from anyone under the age of 14

without requiring parental consent. Our Master Terms of Use specifically prohibit anyone using our Website from submitting any personally identifiable information about persons less than 14 years of age. Any person who provides their personal information to the organizing committee of ICORS2018 through the Website represents that they are 14 years of age or older

#### **8. Changes and Updates to this Privacy Policy**

We may occasionally update this Privacy Policy. When we do, we will also revise the Effective Date below. We encourage you to periodically review this Privacy Policy to stay informed about how we are protecting the personal information we collect. Your continued use of the Website constitutes your agreement to this Privacy Policy and any updates.

#### **9. Responsibility for Security Breach**

Members are responsible for the security of the passwords for their membership accounts. ICORS2018 never asks its members for their passwords, either through mail or any other methods. Under no circumstances should you ever disclose your password. We ask that you pay particular attention when you are logged in, in order to ensure that your personal information is not divulged to others.

If you have any concerns or suggestions about our Privacy Policy and management of your personal information, please do not hesitate to contact our representatives listed below through email or phone, and we will respond to you as expeditiously as possible.

If you have questions about this Privacy Policy, please contact us by email at [icors2018@icors2018.org](mailto:icors2018@icors2018.org).

This Privacy Policy is Effective as of 1 January, 2018