

Privacy Policy for the Institute for Human Services and Child Maltreatment Policy Resource Center

Institute for Human Services
Personal Data Privacy Policy
Last updated: April 15, 2024

Introduction

The Institute for Human Services (IHS) and its initiative Child Maltreatment Policy Resource Center (CMPRC) know that your privacy is important. This Privacy Policy (the “Policy”) is designed to assist you in understanding how we use your personal information (“Personal Data”) on our websites located at ihs-trainet.com and cmprc.org (the “Websites”). Please read this Policy to learn more about how we collect and use your Personal Data. If we make any material changes to this Policy, we will notify you in accordance with the process described in the Changes to This Policy section below. By signing up for our training and other services and by using our Websites, you consent to our collection, use, disclosure, and all other types of processing of your Personal Data, as described in this Policy. These policies are specifically designed to ensure GDPR compliance.

Data Controllership

In the context of this Policy, we act as a data controller for the Personal Data that we acquire.

Basis of Processing

Within the scope of this Policy, we may rely on one or more of the following legal grounds for acquiring your personal information:

Personal Data:

- your consent;
- the need to perform our obligations under a contract or to perform related pre-contractual duties;
- the legitimate interests pursued by us, such as to recruit new training participants and potential clients, as well as to retain the data of previous training participants to facilitate future training registrations and/or other services offered by IHS/CMPRC;
- and the Institute for Human Services’ and Child Maltreatment Policy Resource Center’s Privacy Policy any other ground, as required or permitted by law in the specific respective context.

Please note that you may withdraw your consent at any time by emailing training@ihs-trainet.com or info@cmprc.org . This will not affect the lawfulness of processing, based on

consent before the withdrawal. Where you provide us Personal Data with regard to the performance of a contract, we require this information to be able to enter into a contract with you.

Categories of Personal Data

Personal Data collected by us could include:

- contact information, such as first and last name, e-mail address, phone number, and possibly work address;
- events attendance data;
- and any other type of information we may ask you for or that you may choose to provide us with.
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How We Receive Personal Data

We may receive your Personal Data through our Websites and during the training registration process on [Eventbrite.com](https://www.eventbrite.com). In particular, we receive Personal Data when: you sign up to register for training or when you register to receive our email newsletter.

Purposes of Processing

We may process your Personal Data to register you for training opportunities and to handle fees associated with training to include continuing education credits; retain statistical information about your training involvement, activity, and fee payment; track donations and track event attendance; track online learning participation; accounting; responding to your inquiries, and/or other requests or questions; and periodically sending you newsletters and other marketing materials.

Data Retention

Continuing education data will be maintained for a minimum of 3 years to meet national accreditation compliance standards. When the purposes of the processing are satisfied, we will purge your Personal Data within 6 months. You may unsubscribe from our newsletters at any time or ask us to remove your training data if you no longer wish to have any association with IHS or CMPRC.

Sharing Personal Data with Third Parties

We may share your Personal Data with other entities. Such third parties may include those providing services to IHS or CMPRC such as:

- web development services;
- hosting services;
- cloud storage services;
- IT support services;
- analytics services;
- customer support services;
- payment services; and
- any other type of external services we might need for us to be able to operate our Website and to provide you with our services.

We may share your Personal Data with these third-party vendors, solely to enable them to perform the services for us. In providing such Personal Data, we require that those third-party vendors maintain at least the same level of security that we maintain for such Personal Data. If we would need to transfer your Personal Data to third parties, we will ensure that this will be subject to appropriate safeguards and other requirements, as stated in the applicable laws.

Other Disclosure of Your Personal Data

We may disclose your Personal Data:

- to the extent required by law or if we have a good-faith belief that such disclosure is necessary, in order to comply with official investigations or legal proceedings initiated by governmental and/or law enforcement officials, or private parties, including but not limited to: in response to subpoenas, search warrants, or court orders;
- if we transfer all or a portion of IHS or CMPRC's interests, assets, or both, or in connection with a merger, consolidation, restructuring, or other organizational change; and
- to our subsidiaries or affiliates, data would only be shared as necessary for business and operational purposes.

If we must disclose your Personal Data, in order to comply with official investigations or legal proceedings initiated by governmental and/or law enforcement officials, we may not be able to ensure that such recipients of your Personal Data will maintain the privacy or security of your Personal Data. We reserve the right to use, transfer, sell, and share aggregated, anonymous data, which does not include any Personal Data, about our Website users as a group for any legal business purpose, such as analyzing usage trends and seeking compatible advertisers, sponsors, clients, and customers.

IHS or CMPRC will not sell or otherwise share personal information except as described above.

Use of Cookies

A "cookie" is a small file stored on your device that potentially contains (or may be linked to) information about you, your device, and your use of our Website. We may use cookies to enable your use of the Website. The use of cookies is industry standard, so your browser may be set to accept cookies. If you would prefer not to accept cookies, you can alter the configuration of your browser to reject all cookies or some cookies. Note, if you reject certain cookies, you may not be able to access all of the features of our Website. For more information, please visit <https://www.aboutcookies.org/> (<https://www.aboutcookies.org/>).

Automated Decision-Making

We do not perform automated decision-making activities, such as profiling.

Data Integrity and Security

We have implemented and will maintain technical, organizational, and physical security measures that are reasonably designed to help protect your Personal Data from unauthorized processing, such as unauthorized access, disclosure, alteration, or destruction.

Access, Correction, and Deletion

If you are a data subject about whom we store Personal Data, you may have the right to request access to, and the opportunity to update, correct, or delete such Personal Data. You may always e-mail us at the e-mail address found in the Contact Us section of this Policy. We will implement your requested changes, as soon as we reasonably can.

Restriction and Objection to Processing, Portability

If you are a data subject whose Personal Data we process, you may have the right to ask that we limit our processing of your Personal Data, as well as the right to object to our processing of your Personal Data. You may also have the right to ask to have your Personal Data exported in a machine-readable format. To exercise such rights, where applicable, please contact us using the information in the Contact Us section of this Policy.

Privacy of Children

Our Website is not directed at, or intended for use by, children under the age of 13. We do not knowingly allow anyone under 18 to provide any Personal Data on our Website. Children should always get permission from a parent or guardian, before sending personal information over the Internet. If you believe your child may have provided us with Personal Data, you can contact us using the information in the Contact Us section of this Policy and we will delete that Personal Data.

Supervisory Authority Oversight

If you are a data subject whose Personal Data we process, you may also have the right to lodge a complaint with a data protection regulator in one or more of the European Union Member States.

Changes to This Policy

We may update this Policy from time to time by posting a new version on this web page. You should visit this page occasionally to ensure you agree with any changes. We will post our revised Policy on this web page and update the "Effective" date above to reflect the date of the changes. By continuing to use our Website after we post any such changes, you agree that you accept the Policy as modified.

Contact Us

If you have a complaint, dispute, or questions regarding this Policy or our treatment of your Personal Data, please contact us at: training@ihs-trainet.com or info@cmprc.org or by calling 614-251-6000.