



## The Society for Modeling and Simulation (SCS)

### Privacy Policy

#### General Information on our Policy

Simulation Councils Inc. dba: The Society for Modeling and Simulation International ("SCS", "we", "us" or "our") is committed to protecting the privacy of its members and other individuals with whom it interacts. This Privacy Policy ("Policy") explains how we use and maintain the privacy of personal information we collect online in connection with the scs.org web site (the "Web Site"). For the purposes of any applicable data protection laws (including the EU General Data Protection Regulation), the data controller in relation to your personal information is Simulation Councils Inc. at 11315 Rancho Bernardo Road, Suite 139, San Diego, CA 92127.

This Policy will apply to personal information SCS collects or otherwise receives about third parties ("you"), including SCS members ("Members"), when you use our Web Site or otherwise engage with us. Personal information, which is provided to us, or otherwise obtained by us, from which you can be identified ("Personal Information") will only in the manner set out in this Policy. By visiting and/or contacting us through the Web Site (or otherwise engaging with us), you need to be aware that we may collect, use and transfer your Personal Information in the manner described in this Policy.

#### A. How We Collect and Use Your Personal Information

SCS only collects Personal Information that is relevant to its activities and seeks to ensure the Personal Information is accurate and up-to-date. Personal Information collected by SCS may include: your name, address and contact details, including your email address and telephone number, age range, and gender. The Personal Information that SCS collects and that you provide to us may occasionally be used to improve our Web Site and wider offerings (on a confidential basis) or to enable us to comply with our legal obligations. Aside from this, we will only use your personal information for staying in touch with you (as described in more detail below) and generally for the purposes for which you provided it, including in order to: process your request to join SCS as a member, and for the renewal and update (and general administration) of your membership; process orders and



supply the products and/or services you have requested and to provide information or support to you in respect of those products and/or services; process your application and registration for a conference, contest or other activity.

### ***Member Databases***

SCS maintains member databases that contain mailing, billing, and Member profile information (such as your name, address and contact details), as well as a record of each Member's service and purchases. SCS also maintains databases of Member and non-member purchases and of registrations for conferences and other SCS activities. Authorized SCS staff use the information in these databases members to process orders; purchases, renewal notices, and announcements; respond to Member inquiries and help us improve our offerings. Member records are maintained as long as an individual is an SCS member and for two years following a membership lapse. Purchases and credit card transactions if needed are retained for as long as required to meet contractual, tax, or auditing needs.

All personally identifiable information contained in SCS membership, purchase, and registration databases are treated as confidential and will be used only for the purposes stated in this Policy, except where required by law.

### ***SCS Emails***

From time to time, SCS may send emails to Members or conference attendees and other visitors to the to the website, such as:

1. Messages that help to service SCS Members including answers to Member questions; acknowledgments of the receipt of membership applications, member forums renewal notices.
2. "Member Update" announcements about SCS services that we believe to be of some importance to Members. These announcements are short, straightforward messages that contain pointers to online Resources where members can explore the information more fully;
3. Email messages that are a part of a program for which a Member has registered (e.g. a conference early alert email system); and
4. Where we have the consent of Members or users, emails targeted at specific



SCS groups and which are on distribution lists (e.g. members obtained from co-sponsored organizations, chapter officers, etc.). Only SCS paid staff can create and support "scs.org" email distribution lists.

SCS does not sell, or rent, email addresses of its Members and customers. If at any, time you decide that you no longer wish to receive any of the emails described above, you may do so by using the "unsubscribe" instructions set out at the bottom of each email.

### ***SCS Web Accounts***

Some portions of the SCS Web Site, specifically the SCS Conference Registration for each conference, require an SCS Web Account for both Members and visitors. To create an account, SCS Members and customers, such as conference attendees must provide their name, Member number (if applicable), and email address. They are assigned a "user id" and asked to create a password. Non-members are asked for their name and email address when they create their account. SCS may send information about SCS products and services, which we think, may be of interest to non-member SCS Web account holders via email. If at any point you decide that you do not want to receive these emails, you may do so by using the "unsubscribe" instructions set out at the bottom of each email.

### ***US Mail***

SCS also sends information to its Members via post, using the address details provided by Members via the Web Site when they join. SCS provides two postal mailing list options to its Members, as follows: SCS Subscription & Renewal Notices to receive only products subscribed and SCS Announcements regarding conferences or membership.

### **B. Technical Personal Information**

Other than in the restricted-access portions of the Web Site that require an SCS Web Account, SCS does not log the identity of visitors. However, we may keep access logs, for example containing a visitor's IP address and search queries. We may analyze log files periodically to help maintain and improve our Web Site and enforce our online service polices. SCS only uses analytical cookies and does not use any user-specific targeting cookies.

A cookie is a small file of letter and numbers that is placed on your device.

Cookies are only set by SCS when you visit restricted portions of our Web Site and help us to provide you with an enhanced user experience. Raw log files are treated as confidential.

Information collected about SCS Web, account usage (including logs of Web pages visited, searches performed) will be stored in an anonymized form and used to improve other SCS Web offerings.

### **C. Third Parties**

SCS does share Personal Information about SCS Members and customers with third parties where we have your explicit consent or it is necessary (i) for the performance or provision of the goods or services you have requested, (ii) in response to valid legal process (for example, a search warrant, subpoena, or court order), or (iii) our legitimate business interests. Third parties with whom your Personal Information may be shared include outside contractors, auditors, consultants, publishers in addition, others hired by SCS to assist in carrying out financial or operational activities. SCS informs these third parties about safeguarding personal information, and requires them to use it only for an authorized purpose consistent with this Policy, and to return it to SCS or destroy it upon completion of the activity.

Conversely, SCS may receive Personal Information from some third parties that they collect from you in the course of any engagement you have with them. Where this is the case, once SCS is holding your Personal Information it will be treated in accordance with this Policy.

### **D. Global Transfer of Personal Information**

The Personal Information you provide to SCS will be transferred to and stored on servers in the United States of America and with our Publisher located in the UK and we take steps to protect your Personal Information from unauthorized access and against unlawful processing, accidental loss, destruction and damage.

Similarly, SCS may also transfer your Personal Information from your country of residence in connection with our use and retention of your Personal Information as described in this Policy. By submitting, your Personal Information, you are acknowledging this transfer, storage and processing. As SCS recognizes



The importance of data security, we require all of third parties and our publisher of our journals to Handle your data in accordance with this Policy or equivalent data protection provisions, subject to their Compliance with local law requirements.

#### **E. Links**

Our Web Site may, from time to time, contain links to and from the web sites of third parties. If you follow a link to any of these web sites; please note that these web sites have their own privacy policies in addition, that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any Personal Information to these web sites.

#### **F. Security**

The security of personal information is important to SCS. SCS maintains all personal data with technical, administrative and physical safeguards to protect against loss, unauthorized access, destruction, misuse, modification, and improper disclosure. No computer system or information can ever be fully protected against every possible hazard. SCS provides reasonable and appropriate security controls to protect personal information against foreseeable hazards.

#### **G. Changes to this Policy**

Any changes we may make to this Policy in the future will be posted on our Web. It is your responsibility to ensure that you are aware of the latest version of this Policy and by continuing to use our Web Site or otherwise, engage with us, you will be deemed to accept any revised terms.

#### **H. Updating your Personal Information**

You can find out what Personal Information SCS holds about you by contacting us at [scs@scs.org](mailto:scs@scs.org). In the event that any of the Personal Information we hold about you is incorrect; you can ask us to update it. SCS Members may access the Personal Information contained in their membership records and correct in addition, update their member profile. You can also contact SCS at 858-277-3888 or at [scs@scs.org](mailto:scs@scs.org)



## I. Contact Us

Questions, comments and requests regarding this Policy should be sent to [scs@scs.org](mailto:scs@scs.org).

For more information about SCS's management of personal data, contact us at [scs@scs.org](mailto:scs@scs.org).