**Privacy Policy**

Society for Image Guided Neurointerventions (SIGN) incorporated in Maryland knows you care about how your personal information is used and shared. We appreciate the trust that you have with us and are committed to safeguarding your personal information. This policy is about what information we collect, how we use it, who we disclose it to and how you can access, change and remove your personal information.

**1. What is personal information**
Personal information is any information about you that you have provided to us including but not limited to the following:

|  |  |
| --- | --- |
| (a) | Name |
| (b) | Contact details (including telephone number and email address) |
| (c) | Residential address |
| (d) | Date of birth |
| (e) | Gender |
| (f) | Nationality |
| (g) | Education background |
| (h) | Occupation |
| (i) | Name of Institution |
| (j) | Personal opinions from feedback and response to survey |

**2. Where we collect your personal information
2.1. Membership**
In order to process your membership application, we may need your personal information such as name, address, telephone number and email address. We may also collect information such as your education background, occupation and others for demographic analysis to help us serve the mission of the SIGN, Inc.

**2.2. Customer service**
In order for our customer service officers to respond to your enquiries promptly, we may need personal information like your name, email address and telephone number.

**2.3. Mailing list**
When you register with us to receive updates of our latest products, we may need your personal information such as your address and email address so that we could update you promptly on our latest information.

**2.4. Meetings**
When you participate in our meetings or on-line meetings, we may request personal information so that we could identify you. This personal information will only be used in the ways set out in this policy. By providing us with your personal information, you consent to us collecting, using and disclosing your personal information in the manner as described in this policy.

**2.7. Information we collect automatically**
We may collect information about your preferences when you browse our website through the use of 'cookies'. Cookies are identifiers we transfer to your computer through your browser that allow us to recognize your browser and tell us how and when pages in our site are visited. Information like the webpages that you have viewed and your login identity may be collected to improve your browsing experience on our website. However, if you do not like cookies, you may disable this function in your browser's 'Internet Options'.

**3. How we use and disclose your personal information**
We may use your personal information to contact you for purpose related to the mission of the SIGN, Inc. This may include mail, email and text messages. We are committed to send you only messages that we believe will be of interest for you. If you do not wish to receive such messages, you may opt out at any time by calling our membership hotline, emailing us or selecting the unsubscribe link at the bottom of the messages sent to you. Our contact information is located at the link: contact

We do not sell your personal information to any third party.

We may engage third party service providers to assist us in reaching out to you. In doing so, we will disclose your personal information to these service providers on a need-to-know basis. Access to your personal information will only be provided to them for the purpose of performing such functions. We will require these third party service providers to ensure that the personal information disclosed to them are kept confidential and secured.

When required by law, we may disclose your personal information to the authorities when requested.

**4. How we store your personal information**
Your personal information is stored in our database. We are committed to providing high level of security and controls to protect your personal information against unauthorized access. Making sure your personal information is secured is very important to us. Your personal information is retained as long as the purpose for which it was collected remains and until it is no longer necessary for legal purpose.

You may access and make amendments to your personal information by logging in to your personal account on our website. It is important to keep your password secured to avoid unauthorized access. Alternatively, you may update your personal information by calling, writing and emailing us using the options provided below.