**Privacy Policy**

Privacy Policy (the "Policy") explains the way of treatment of the information which is provided or collected on the websites on which this Policy is posted. Through this Policy, ISSW34 Secretariat(hereafter referred to as Secretariat) regards the personal information of the users as important. It informs them of the purpose and method of the Secretariat’s using the personal information provided by the users and the measures taken by the Secretariat to protect that personal information. This Policy will be effective on the 1st day of May 2022 and in case of modification thereof, the Secretariat will make public notice of it by posting it on the Notice board of ISSW34’s website(or individual information through sending mail, fax or e-mail).

**1. Information to be collected and method of collection**

**(1) Personal information items to be collected**

* Personal information items to be collected by Secretariat are as follows: E-mail, Password, Name, Affiliation, Job position, Country, Address, Mobile phone No., and Dietary restrictions.
* The online payment company and website management company may collect the information directly from the users. Log data and card information (when users pay online) will be provided to the online payment company. Besides information directly provided by the users, Secretariat may collect information in the course that the users use the service provided by the Website.

**(2) Method of collection**

* Secretariat collects the information of users in the way of following:
Information about users will be provided through the Website “Abstract submission and Registration.”

**2. Use of collected information**

* Secretariat uses the collected information of users for the following purposes:
- Member management for Registration and Abstract Submission
- Sending information letters, promotion letters, and confirmation letters to members (Via E-mail)
- Sending Any notifications regarding ISSW34.
* Secretariat agrees that it will obtain consent from the users if the Secretariat desires to use the information other than those expressly stated in this Policy.

**3. Sharing collected information**

* Except for the following cases, the Secretariat will not share personal information with a 3rd party:
- When the Secretariat shares the information with its affiliates, partners, and service providers;
Online payment service providers
- When the users consent to the sharing in advance
- When the laws require the sharing
- If required to be disclosed by the laws and regulations.
- If required to be disclosed by the investigative agencies for detecting crimes according to the procedure and method prescribed in the laws and regulations.

**4. Cookies, Beacons, and Similar Technologies**

* Secretariat may collect collective and impersonal information through 'cookies' or 'web beacons.’ Cookies are tiny text files to be sent to the users’ browsers by the server used for the operation of the websites and will be stored on the hard disks of the user’s computer. This function is used for evaluating, improving services, and setting-up users' experiences so that the Secretariat can provide many improved services to the users. The items of cookies to be collected by the Secretariat and the purpose of such collection are as follows: This cookie is a kind of essential cookie for the users to use the functions of the website. Unless the users allow this cookie, the services such as registration or electronic bill payment cannot be provided. This cookie does not collect any information which may be used for marketing or memorizing the sites visited by the users.
(Examples of necessary cookies)
∘ Memorize the information entered in an order form while searching other pages during a web browser session
∘ For the page registration, abstract submission and log-out, memorize the ordered services
∘ Check whether login is made on the website
∘ Check whether the users are connected with the correct services of the website of the Company while the Company changes the way of operating its website.
∘ Connect the users with specific applications or servers of the services
The users have an option for cookie installation. So, they may either allow all cookies by setting an opportunity in a web browser, make each cookie checked whenever it is saved, or refuses all cookies to be saved: Provided that if the user rejects the installation of cookies, it may be difficult for that user to use the parts of services provided by Secretariat.

**5. Users' right to access and option**

* The users or their legal representatives, as main agents of the information, may exercise the following options regarding the collection, use, and sharing of personal information by the Secretariat :
- Exercise the right to access personal information;
- Make corrections or deletions;
- Make temporary suspension of treatment of personal information; or
- Request the withdrawal of their consent provided before
* If to exercise the above options, you, as a user, contact the secretariat by using a representative telephone or sending emails, or using the telephone to the responsible department (or person in charge of the management of personal information). Secretariat will take measures without delay: Provided that the Secretariat may reject the request of you only to the extent that there exists either proper cause as prescribed in the laws or equivalent cause.

**6. Security**

* Secretariat regards the security of personal information of uses as very important. Secretariat constructs the following security measures to protect the user’s personal information from any unauthorized access, release, use, or modification
• Encryption of personal information
• Transmit users' personal information by using an encrypted communication zone
• Store important information such as passwords after encrypting it
• Countermeasures against hacking: Install a system in the zone the external access to which is controlled to prevent leakage or damage of users' personal information by hacking or computer virus
• Take measures to prevent forging or alteration of access record

**7. Modification of Privacy Protection Policy**

* Secretariat has the right to amend or modify this Policy from time to time and, in such case, the Company will make a public notice of it through the bulletin board of its website (or through individual notice such as written document, fax or e-mail) and obtain consent from the users if required by relevant laws.

**8. Responsible department of Website (Secretariat)**

* Secretariat designates the following department and person in charge of personal information to protect the personal information of users and deal with complaints from users:

Department: **ISSW34 Secretariat**
Address: 2F, Seobyeon Postoffice, 17, Hoguk-ro 43-gil, Buk-gu, Daegu, Korea

Phone: +82-53-943-1400 Fax : +82-53-943-1401 Email : issw34.info@gmail.com

The latest update date: May 1, 2022