

## IIID privacy policy and terms of use

The International Institute for Information Design (IIID) values your interest and involvement in this organization and the time you spend on our websites. In our online communication as in all other IIID programs, we are committed to informing you of how we use any information you share with us, and giving you choices about sharing it.

This privacy statement explains IIID privacy practices for the websites [www.iiid.net](http://www.iiid.net), [www.iiid-visionplus.net](http://www.iiid-visionplus.net), [www.iiid-summeracademy.net](http://www.iiid-summeracademy.net), and [www.dd4d.net](http://www.dd4d.net).

If you have any questions regarding our privacy policy and terms of use or feel that IIID is not abiding by its posted policy, please contact us at [office@iiid.net](mailto:office@iiid.net).

### About IIID

IIID is an international professional association founded in 1988 to develop research and practice in optimizing information and information systems for knowledge transfer in everyday life, business, education and science.

With its central office in Palffygasse 27/17, 1170 Wien, Austria, IIID is subject to Austrian Law.

IIID is funded through membership fees, research contracts and project-related sponsorships.

### Collecting information

When you become a member of IIID or get involved in IIID activities on our websites or elsewhere, IIID responds to your interest by offering to keep you informed about IIID events and programs.

You have the choice of whether or not to give us your information or receive IIID email announcements.

IIID will never sell or rent your information to another party, or use it in any way other than that described in this statement. IIID will prosecute any parties who illegally attempt to mine member data from the site.

#### *IIID members*

If you are a member and you have supplied your email address along with your personal information, you will automatically receive IIID email announcements, as well as IIID print communications.

#### *Nonmembers*

If you are a nonmember, you can use most of the features of the websites without supplying any personal information to IIID. If you would like to stay informed about IIID programs and activities, you can provide your name and email address and opt in to receiving IIID email announcements.

### Submission of personal information

Submission of personal information to the IIID websites is entirely voluntary, except in the case of members, for whom current names, mailing addresses, phone numbers and email addresses must be on file. Most areas of the IIID websites may be used without supplying any personally identifiable information.

Personal information is any information that can be used to identify, contact or distinguish a specific individual. Business contact information, often referred to as 'business card' information, and publicly available information such as that in telephone directories are not considered to be personal information.

Personal information including name, mailing address, phone, fax, e-mail, website are kept in the IIID database. This information is used for the IIID's purposes, including invoicing, communicating with members and affiliates, mailings of newsletters and for journals when necessary.

## *Membership*

When you join IIID, we request your name, address, phone and fax numbers, email address, job title, school or company name, chapter affiliation, and professional affiliation. The information you have supplied is used to get an accurate picture of our membership as a whole and to provide you with the full benefits of membership, including publications, mailings and discounted registration for IIID events.

To pay membership fees you will not need to disclose any financial information to IIID. All online purchases are handled for IIID by external companies.

## *Surveys*

From time to time we request information from users of the site via surveys. Participation in surveys is completely voluntary. Information requested may include contact information (such as name and email address), demographic information (such as zip code and age level), and professional information (such as skills, areas of expertise, and subjects of interest). This information will not be released under any circumstances in a manner that will identify the respondent. Personally identifiable information is requested only for internal purposes (for example, to avoid asking for the same information more than once). Survey information will be used for monitoring or improving the use of and satisfaction with the IIID websites, its products and services.

## *Purchasing publications*

If you wish to order publications from IIID, you must provide contact information including your name, email address, phone number and shipping address. If we have trouble processing an order, your contact information is used to get in touch with you. You will not need to disclose any financial information to IIID. All online purchases are handled for IIID by external companies.

## *Registration for IIID activities*

If you wish to register for an IIID conference or other event, you must provide contact information including your name, email address, phone number and address. Contact information is used to send you important messages regarding the activity or event for which you registered. You will not need to disclose any financial information to IIID. All online purchases are handled for IIID by external companies.

In some cases personal information such as your name and biography will be published in the context of a IIID event by your express permission.

## *Subscribing to IIID email announcements*

If you wish to receive timely information about select IIID programs and events we ask for contact information including your name and e-mail address.

## **Correcting personal information**

IIID makes every effort to ensure that information is accurate. If you wish to correct, update or remove your personally identifiable information from our database, or if you no longer wish to receive communications from us, you can contact us at [office@iiid.net](mailto:office@iiid.net), call us at +43 1 403 66 62; or send us regular mail at Palffygasse 27/17, 1170 Wien, Austria.

## **Opting out**

If you receive communications from IIID and you wish to stop receiving them, you may opt out by replying to any email we send you with the word "unsubscribe" in the subject line. You may also contact us at [office@iiid.net](mailto:office@iiid.net), call us at +43 1 403 66 62; or send us regular mail at Palffygasse 27/17, 1170 Wien, Austria.

**Log files**

IIID collects aggregate information in the form of log files recorded by the web server. This information includes how many visits we have had to our webpages, the IP address of the computer that person was using, and the address of the referring page.

We use this information to analyze trends, administer the site, track users' movement through the site, and gather broad demographic information for aggregate use.

We may share anonymous, aggregate demographic or transactional information with our sponsors and partners so that they can tailor their information and communications to the appropriate audience.

None of this information is linked to personally identifiable information.

**Use of cookies**

A cookie is a piece of data stored on the user's hard drive containing information about the user. The IIID website uses cookies for purposes of session state management—that is, to give users a persistent identity in the database while they submit forms and go through any multi-step processes. Once the user leaves the site, the session information is held for one day only and then purged from the database.

**Ownership of information**

IIID is the sole owner of the information collected on all areas of this site. IIID will not sell, share, or rent this information to others in ways different from those disclosed in this statement.

**Security**

IIID takes every precaution to protect website users' information. All of our users' personally identifiable information is restricted in our offices. IIID only allows access to those of its employees who require this information in order to fulfil their obligations; not every executive member or employee of IIID has or can have access to our databases or users' personal information.

For security purposes we employ software programs to monitor traffic to identify unauthorized attempts to upload or change information, to screen our system for viruses, or otherwise cause damage to our database.

The servers on which we store personally identifiable information are kept in a secure environment.

**Links**

This website contains links to other sites. Please be aware that IIID is not responsible for the privacy practices or terms of use of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statement of any website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

**Notification of changes**

If we decide to change our privacy policy, we will post a notice of those changes on our homepage so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

**Disclaimer**

The information contained in the IIID websites is for general information purposes only. The information is provided by IIID and whilst we endeavour to keep the information up-to-date and correct, please be aware that we can give no guarantee on the completeness or accuracy of the websites' content.

IIID, their affiliates or employees cannot be held responsible for liability, or loss or damage of any kind arising from or in connection with the use of IIID websites.

We make every effort to keep the websites running smoothly. However, we cannot be held responsible for problems uploading or downloading any content-related information from the websites or for any other technical malfunctions of electronic equipment, servers or networks.

Peter Simlinger  
Director IIID  
International Institute for Information Design

If you have any questions regarding our privacy policy and terms of use or feel that IIID is not abiding by its posted policy, please contact us at [office@iiid.net](mailto:office@iiid.net).