

DEEP FOUNDATIONS INSTITUTE

POLICIES AND PROCEDURES



Policy and Procedure # D6

Approved: 02/17/2022

SUBJECT: DFI Privacy Policy

A. DFI Website Privacy Policy Introduction

The Deep Foundations Institute (hereafter referred to as "DFI") operates <http://www.dfi.org> (the "Site"). This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site.

DFI respects your privacy and is committed to protecting the confidentiality of your personal information. The following policy is intended to explain how DFI uses personal and other information obtained by or provided to DFI from website users and visitors.

B. Personal Information

DFI is an association that combines a wide range of activities in the field of deep foundations, including:

1. Provision of membership Services
2. Collection and dissemination of technical information
3. Provision of products, publications and services

This may require the handling of personal information of the individuals involved in these activities and, hence, DFI collects personal information in a number of ways from a number of sources. The sources of personal information received by DFI are:

1. The individuals themselves;
2. Third parties acting on behalf of individuals (e.g. an agent arranging registration or hotel accommodation for a DFI conference);

The ways in which DFI collects personal information are:

1. When you visit a DFI website with cookies enabled.
2. When you register personal details when creating or updating a 'My DFI' account on DFI's website;
3. When you, or an agent on your behalf, enter personal details on a form requesting a DFI product or service (e.g. when registering for a DFI conference

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- or online event activity);
4. When you, or someone on your behalf, submits proposals or content in connection with technical sessions at a DFI conference or meeting (e.g. abstracts submission, videos, papers uploaded, disclosures, etc.);
 5. When you subscribe to DFI newsletters or publications.
 - a) What Personal Information is Collected by DFI

This policy applies to personal information held about individuals. It does not apply to information DFI holds about companies and other organizations.

Mandatory personal information:

As a general rule, to enable DFI to correctly identify you, to provide you with the products and services you have requested and to communicate with you, the following minimum information must be provided in order for your order, request, application, etc., to be processed:

1. Title, First Name(s), Family Name(s)
2. Full Postal Address
3. Email address
4. Phone number

Other personal information may be requested to help identification (e.g. date of birth), or to enable DFI to understand your profile so you can be provided with better and more appropriate products and services. (e.g. Professional Activities and Fields of Interest).

b) Email Address

In order to be able to communicate with you directly, DFI needs your email address. You are, therefore, required to supply your email address when you create your "MyDFI" account on the DFI website, which enables you to access a variety of services online and acts as a unique identifier and username for your profile.

c) Unique Email Address

For your convenience and security, your email address is unique to you in the system. You are strongly recommended to use an email address which is personal to you and that is not shared with others. This is to ensure that communications which are sent to you personally are not read by others, and that others do not gain access to the information in your 'MyDFI' account.

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d) Credit Card Information

Credit card information, along with other information required to process financial transactions, is collected at the time of your order, request or application, and is used only for the purposes of that particular transaction. For your protection, the credit card information is not retained in the DFI system for later use for any other transactions.

e) How DFI Uses Personal information

Personal information is needed by DFI to enable it to properly fulfil its role in providing a widerange of services to its members, contributors and customers.

Your personal information may be used to:

1. Enable DFI to provide you with the products or services you request;
2. Enable DFI to communicate about your membership;
3. Enable DFI to send you information about DFI activities which are of interest to you

f) How Long is My Personal Information Kept

As a general rule, personal information is kept indefinitely until a deletion request is received from you.

Additionally, the unique email permits automated retrieval of your log-in details, which are sent to your personal email address.

C. Email Privacy

DFI respects the privacy of personal email addresses and complies with the current legislation on email communication. The objective is to not send you unwanted messages, and your email details will not be passed on to any other individual or organization without your explicit permission.

DFI may send you emails concerning:

1. Products and services in your field of interest
2. Updates of the organization and other related topics (call for abstracts, grants, scholarships and more), if you are a member or have subscribed to our mailing list.

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You can manage the extent to which DFI communicates with you by indicating your interest via your 'My DFI' account. All mailings sent to you offer the possibility to unsubscribe.

If you indicate that you do not wish to receive emails from DFI, you will only receive emails directly related to the transactions you have with DFI, e.g. confirmations of registrations, etc. and other necessary individual communications.

This general policy is in addition to any specific policies concerning specific products or services. It may be amended at any time.

D. Right to Access Your Personal Information

You have the absolute right to access, amend, request deletion and prohibit the use of your personal data. When you visit 'MyDFI,' you have direct control over the information in your personal profile. You can access and change this information at any time from your 'MyDFI' environment.

If you want to know exactly what personal information DFI keeps on file, you can obtain it. If it transpires that the information is inaccurate, or you wish to oppose its use in the future, DFI will make the necessary amendments and confirm that these have been made. Please contact DFI in either of the following ways:

By e-mail: staff@dfi.org

In writing to:

Deep Foundations Institute
326 Lafayette Ave.
Hawthorne, NJ 07506

a) How to Access Your Personal Information

'MyDFI' enables you to manage your personal information held by DFI. If you are a member of DFI or have used DFI products and services, a record will already exist for you which you can potentially access by logging in online through:

1. Use of your existing login details (username and password), if you have already used DFI online services 'MyDFI';
2. The 'Retrieve your password or username' feature which, if your email address is recognized, will automatically send details of your username or a newly generated password (for your protection) to the email address

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- given;
3. Alternatively, you can simply create a new 'MyDFI' account when asked for login information.
 4. *DFI does permit more than one 'MyDFI' account per person (using email addresses as unique identifiers) to avoid confusion.*

When matched, membership and other information regarding products and services used (e.g. subscriptions) will be transferred to your new account, and previous personal details held in the DFI system will be replaced by the new ones you entered.

b) Managing Your Personal Information

Once logged into your 'MyDFI' account, you can easily view and update your personal details, email address, username and password.

Additionally, you can manage your preferences on how you would like to be kept informed by email of DFI activities, products and services. By providing optional information about your professional activities and interests, we are able to understand your needs better, and improve our services to you and to the Deep Foundations community in general.

c) Social Media

Please see the DFI's Social Media Policy, [available here](#).

E. Disclosure of Information

DFI does not sell, trade, or rent out your personal information to others. DFI may supply your information to its contractors to perform specific services (such as to the publishers to deliver *Deep Foundations* magazine), and/or to other DFI members, event attendees, and event co-sponsoring organizations. Otherwise, DFI does not disclose personal information to any other person or organization without your consent.

If you attend one of our conferences and you visit exhibiting company stands, presenting your badge may enable them to retrieve the following personal data: first name(s), last name(s), address, telephone, fax, email, and biographic information.

1. GDPR

The European Union's General Data Protection Regulation (Regulation EU 2016/679) (also known as GDPR) provides certain rights related to data collection and usage for individuals covered under the regulation. To request information or seek other action from DFI pursuant to those rights, please send an email to staff@dfi.org with "GDPR

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Request" in the subject line. In the email please describe the specific GDPR right you are requesting assistance with.

2. Data Security

To protect your information, DFI uses an industry standard security protocol called Secure Sockets Layer (SSL) to encrypt the transmission of sensitive information between you and our website.

3. Cookies

All websites are required by law to ask your consent to place or retrieve files from any device you might use to browse the web. These files, called cookies, are used by most websites in many different ways, including enabling you to login, enabling quick registration to meetings, and generally personalizing your web experience.

They can also be used to keep track of the pages visited on the DFI website, which gives DFI important insights into the quality of our services, enabling us to improve and better meet your needs. DFI will not use this information to present advertising and other messages relevant to your browsing history.

If you decide not to accept the cookies, you will have access to the various online services offered by DFI, but your details won't be saved. This means you have to re-enter your details every time you log in on your "MyDFI" account.

4. Use of Cookies

We use cookies to personalize content and ads, to provide social media features and to analyze our traffic. We may also share information about your use of our site with our social media, advertising and analytics partners who may combine it with other information that you've provided to them or that they've collected from your use of their services.

5. External Links

The DFI website contains links to other websites. Please be aware that DFI is not responsible for the privacy policies or content of other (linked) sites. You are, therefore, encouraged to read the privacy policies of any other site that collects personally identifiable information. This privacy policy applies solely to information collected by DFI and DFI websites.

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6. Changes to This Privacy Policy

This Privacy Policy is effective as of February 17, 2022, and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time without. Your continued use of the DFI's websites/services after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.