

## ASABE Privacy Policy

ASABE respects your privacy. We take seriously the privacy of members and customers, and our commitment to protecting your personal information.

### Scope

This privacy policy applies to all personal data processed by employers and volunteers when acting on behalf of ASABE, contractors and partners doing business on behalf of ASABE, as well as all legal entities, all operating locations in all countries, and all business processes conducted by ASABE.

### What information do we collect?

ASABE collects the following personal data in line with the use purposes explained in this document:

- Your name and contact details
- Date of birth
- Online profile data/usage
- Emergency contact information
- Social media profile information
- Copies of identification documents
- Education and professional information
- Purchasing and payment information
- Charitable donations to ASABE and the ASABE Foundation
- Technical expertise
- Committee activity
- Registration and participation in ASABE events and activities
- Subscription preferences
- Information about the device(s) you use
- Information about service usage
- Cookies
- Authentication data
- Location information
- Author and peer review information
- Other information you upload or provide to us

## How do we use your information?

ASABE never sells your personal information. We occasionally share information with third parties with whom we contract to provide products and services, such as electronic newsletters and event administration.

ASABE uses (and, where specified, shares) your personal information for the following purposes.

### **To process transactions**

ASABE uses personal information to engage in interactions with you, including contacting you about your order, donation, subscription, event participation, or membership. We use financial/credit card and payment information to process your order and may need to share some of this information with delivery services, credit card clearing houses, and other third parties to complete the transaction.

### **To provide support or other services**

ASABE may use your personal information to provide you with support or other services that you have ordered or requested. ASABE may also use your personal information to respond directly to your requests for information, including registrations for newsletters, webinars, or other specific requests, or pass your contact information to the appropriate ASABE partner for further follow-up related to your interests.

### **To provide information based on your needs and respond to your requests**

ASABE may use your personal information to provide you with notices of new product releases and service developments.

### **To provide online forums and social networks**

Some services available on the websites permit you to participate in interactive discussions, post comments, opportunities, or other content to a bulletin board or exchange, or otherwise engage in networking activities. Some of these services are moderated; all may be accessed for technical reasons (for example, for improvements or fixes). ASABE does not control the content that users post to these forums or ASABE-related social networks. ASABE encourages you to be prudent in providing personal information on all ASABE and other public forums and to review any additional terms and conditions that may govern your use of such forms, including terms related to sharing your personal information and receiving communications.

### **To administer products**

ASABE may contact you if you purchase products to confirm certain information about your order (for example, that you did not experience problems in the download process). We may

also use this information to confirm compliance with licensing and other terms of use and may share it with your company/institution.

### **To select content, improve quality, and facilitate use of ASABE's website**

We may use your personal information, including the information gathered as a result of site navigation and electronic protocols and cookies (including third-party cookies), to help create and personalize website content, improve website quality, evaluate page-response rates, conduct usability testing, and facilitate your use of the websites (for example, to facilitate navigation and the login process, avoid duplicate data entry, enhance security, keep track of shopping cart additions, and preserve order information between sessions).

### **To assess usage of ASABE products and services**

ASABE may track your usage of ASABE products and services (e.g., ASABE Forums) to determine your level of usage, and those statistics may be made available to partners with whom ASABE may contract for the purposes of improving our services to you.

### **To communicate with you about a meeting, conference, or event**

We may communicate with you about a meeting, conference, or event hosted or co-sponsored by ASABE or one of our business associates. This may include information about the event's program, venue, travel and accommodations, payment, updates, and additional information related to the event. Information you provide when registering for or participating in a conference managed or co-sponsored by parties, other than or in addition to ASABE may be shared with those parties, and the treatment of such information is further subject to the privacy policies of those parties. ASABE and its conference co-sponsors may contact you after the event about the event, subsequent iterations of the event and related events.

To consider you for professional recognition. ASABE may use personal information such as your name, education, work history, and volunteer activities to consider you for an award or nomination to Fellow status. ASABE may need to share this information with your nominators, references, judges, and others parties involved in evaluating your eligibility.

### **To include you in the *ASABE Member Roster***

The ASABE network is a valuable benefit of membership. Your contact information is made available to other ASABE members by way of the *ASABE Member Roster*, published in print and electronic format. To advance our members as authoritative sources of information related to the scope of the agricultural and biological engineering profession, we may provide contact information in response to inquiries from media, educators, and others seeking one-on-one communication with subject-matter experts.

### **To document standards development participation**

If you are a participant in ASABE standards development, ASABE uses your personal information to comply with policies and procedures, legal and accreditation requirements, and evaluation of patent claims by patent offices. ASABE must capture your personal data for these purposes; doing so provides information about activities related to standards development groups in which you participate. ASABE standards development participation is documented through various methods, e.g., rosters, submission documents, email reflectors, records of meeting attendance, responses to ballots, publicly available participation lists, and declaration of affiliations.

### **To assist in your participation in ASABE activities**

ASABE will communicate with you if you are participating in certain ASABE activities such as ASABE conferences, authoring or reviewing ASABE journals, or ASABE technical committees. ASABE may send you information such as newsletters related to those activities.

### **To update you on relevant ASABE benefits, programs, and opportunities**

ASABE may communicate with you regarding relevant ASABE benefits, programs, and opportunities available to you, through your membership with ASABE.

### **To engage with third parties**

ASABE may share your personal data with third parties in connection with services that these individuals or entities perform for or with ASABE. These third parties are restricted from using this data in any way other than to provide services for ASABE or for the collaboration in which they and ASABE are contractually engaged (for example, hosting an ASABE database or engaging in data processing on ASABE's behalf, or mailing you information that you requested). These third parties are carefully selected by ASABE and obligated to keep your data secure. From time to time, we may also share your information with third parties whom we think might provide content, products, or services of interest to you.

### **To protect ASABE content and services**

We may use your information to prevent potentially illegal activities and to enforce our terms and conditions. We also use a variety of technological systems to detect and address anomalous activity and to screen content to prevent abuse, such as spam. These efforts may, on occasion, result in a temporary or permanent suspension or termination of some functions for some users.

### **To get feedback or input from you**

In order to deliver products and services of most interest to our customers, from time to time, we may ask members, customers, volunteers, and website visitors to provide us input and feedback (for example through surveys, usability studies, focus groups).

## **To protect ASABE information assets as well as your own personal data**

The ASABE Information Security Program protects the confidentiality, integrity, and availability of ASABE information assets by following a risk management approach based on policies, standards, guidelines, and procedures to meet security objectives while supporting business and operational goals.

## **How can you control your information?**

You can control the information we have about you and how we use it:

- If you are a registered user, you can log in to [www.asabe.org](http://www.asabe.org) to review, revise, and correct the personal data that you have provided to ASABE, or contact Membership Services at 269/429-0300 to request such changes.
- Use the *Unsubscribe* request provided in our various communications.

## **Personal data about minors and children**

ASABE does not knowingly collect data from or about children under 16 without the permission of parent(s)/guardian(s). If we learn that we have collected personal information from a child under 16, we will delete that information as quickly as possible. If you believe that we might have any information from or about a child under age 16, please contact us.

## **How will you know if the Privacy Policy is changed?**

ASABE may update its Privacy Policy from time to time. If we make any material changes we will notify you by email, or by means of a notice on this website prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

## **Technical and regulatory information**

### **Logging practices**

ASABE automatically records the Internet Protocol (IP) addresses of visitors. The IP address is a unique number assigned to every computer on the internet. Generally, an IP address changes each time you connect to the internet (it is a "dynamic" address). Note, however, that if you

have a broadband connection, depending on your individual circumstance, the IP address that we collect may contain information that could be deemed identifiable. This is because, with some broadband connections, your IP address doesn't change (it is "static") and could be associated with your personal computer.

As well as recording the IP addresses of users, ASABE may also keep track of sites that users visited immediately prior to visiting ASABE's website and the search terms they used to find it. We keep track of the pages visited on ASABE's website, the amount of time spent on those pages and the types of searches done on them. Your searches remain confidential and anonymous. ASABE uses this information only for statistical purposes to find out which pages users find most useful and to improve the website.

ASABE also captures and stores information that you transmit. This may include:

- Browser/Device type/version
- Operating system used
- Media Access Control (MAC) address
- Date and time of the server request
- Volume of data transferred

### **External links behavior**

ASABE's website links to other sites created and maintained by other public- and/or private-sector organizations. ASABE provides these links solely for your information and convenience. When you transfer to an outside website, you are leaving the ASABE domain, and ASABE's information management policies no longer apply. ASABE encourages you to read the privacy statement of each external website that you visit before you provide any personal data.

### **Cookies and web beacons**

Cookies and web beacons are electronic placeholders that are placed on your device by websites to track your individual movements on that website over time. ASABE uses both session-based cookies (which last only for the duration of the user's session) and persistent cookies (which remain on your device and provides information about the session you are in and waits for the next time you use that site again).

These cookies and web beacons provide useful information to ASABE, enabling us to recognize repeat users, facilitate the user's access to and use of our sites, allows us to track usage behavior, and to balance the usage of our websites on all ASABE web servers.

Tracking cookies, third-party cookies, and other technologies such as web beacons may be used to process additional information, enable non-core functionalities on the ASABE website and

enable third-party functions (such as a social media "share" link). We may also include web beacons and other similar technology in promotional email messages to determine whether the messages have been opened.

### **Do Not Track (DNT)**

The online advertising industry has self-regulatory initiatives designed to provide consumers a choice in the types of ads they may see online and to conveniently opt-out from online behavioral ads served by some or all of the companies participating in these programs. Our websites do not respond to DNT consumer browser settings.

### **Transfer of information to other countries**

As a global organization, ASABE engages in a number of international activities. In connection with the management of those activities, ASABE may transfer information to other countries. By submitting your information to ASABE via the websites, or in connection with your interactions with ASABE offline, you consent to such transfers and to the processing of this information in other countries.

### **Responses to legal requests**

ASABE reserves the right to share your information to respond to duly authorized information requests of governmental authorities or where required by law. In the event of bankruptcy, merger, acquisition, reorganization or sale of assets, your information may be sold or transferred as part of that transaction. The promises in this privacy policy will apply to your information as transferred to the new entity.

### **Your European Union privacy rights**

Under the General Data Protection Regulation (Regulation EU 2016/679) (also known as GDPR), if you are an individual protected by the GDPR you may have certain rights as a data subject. To request information about or avail yourself of those rights, please send an email to [privacy@ASABE.org](mailto:privacy@ASABE.org) with "GDPR Request" in the subject line. In the email please describe, with specificity, the GDPR right you are requesting assistance with. Please note additional information may be requested prior to initiation of a request and that ASABE reserves the right to charge a fee with respect to certain requests. Upon ASABE's completion of its review you will be notified if your request has been granted, denied, or exemptions apply.

### **Your California privacy rights**

Under California Civil Code Section 1798.83 (also known as S.B. 27), if you are a California resident and your business relationship with ASABE is primarily for personal, family, or household purposes, you may request certain data regarding ASABE's disclosure, if any, of personal information to third parties for the third-parties' direct marketing purposes. To make such a request, please send an email to [privacy@ASABE.org](mailto:privacy@ASABE.org) with "Request for California Privacy



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Agricultural and Biological Engineers

Information" in the subject line. You may make such a request up to once per calendar year. If applicable, we will provide you, by email, a list of the categories of personal information disclosed to third parties for their direct marketing purposes during the immediately preceding calendar year, along with the third parties' names and addresses. Please note that not all personal information sharing is covered by S.B. 27's requirements.

## Contact

[privacy@ASABE.org](mailto:privacy@ASABE.org)

American Society of Agricultural and Biological Engineers  
2950 Niles Rd  
St Joseph MI 49085-9659  
USA  
269/429-0300

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