

MECM Privacy Policy

Last updated: November 2014

This privacy policy ("**Privacy Policy**") describes how MECM gathers and protects certain individually identifiable information ("**Personal Information**") and how MECM may use, process, transfer, and share Personal Information. MECM, located at 145-157 St. John Street, London EC1V 4PY, United Kingdom owns and operates this website (the "**Site**"). This Privacy Policy applies to Personal Information that we collect through the Site, as well as offline collections of Personal Information about MECM Clients ("**Clients**"), and participants and attendees at MECM events.

Summary of Key Points

- We collect Personal Information when you provide information to MECM through the Site, when you register for an advice, or through other communications with MECM. .
- We use Personal Information to provide MECM products and services to you.
- We use cookies and other technologies to track the use of our Site and for certain advertising purposes.
- We share Personal Information with MECM partners which provide products and services that may be of interest to you.
- Your use of the Site or provision of Personal Information constitutes your consent to the processing and transfer of your Personal Information as described in this Privacy Policy.

Consent

Your use of the Site or provision of Personal Information to MECM constitutes your consent to the processing and transfer of your Personal Information in accordance with this Privacy Policy. If you are located in a country other than the United Kingdom, you consent to the transfer of your Personal Information to MECM in the United Kingdom, to third parties located in the United Kingdom as determined by MECM, and to local MECM partners and third parties in other countries as determined by MECM, in accordance with this Privacy Policy. Such countries may not provide a level of data protection to your Personal Information equivalent to that provided by your home country. To the extent that you provide "sensitive" Personal Information, such as information about ethnic or racial origin, religious or philosophical beliefs, and/or health or medical conditions to MECM, doing so constitutes your consent to the collection, use, transfer, and sharing of such information for the purposes described in the record where you provide the information and in this Privacy Policy.

The Information We Collect

We collect Personal Information to help us better understand your needs, to provide you with personalized and efficient service, and for other purposes described in this Privacy Policy. We generally obtain Personal Information directly through the information that you provide to MECM. We also may obtain Personal Information automatically, through the use of cookies and other technologies, and in some instances from third parties, such as companies that sponsor programs or conferences in which MECM participates.

Information you provide to MECM

You may provide Personal Information to MECM in a number of ways, including: (1) through your use of the Site, such as registering for an account and signing up to receive newsletters; (2) through your online account with MECM; (3) upon registering for any MECM organized training programme; (4) upon becoming a Member; (5) upon communicating directly with MECM either electronically or by providing hard copies of documents; and (6) upon registering for MECM conferences or events.

The Personal Information that we collect may include: your full name, business address, home address, email address, telephone number, credit card number, passport number, national ID, driver's license number, education, job description, employer, criminal history, medical or health information, gender, religious/philosophical beliefs, marital status, and date of birth.

Information collected by the Site through cookies and other tracking devices

Our Site uses cookies and other tracking devices to collect information automatically. A cookie is a data file that is placed by the web server into your browser's application folder on your computer. Cookies collect information about how our Site is accessed and used, and this information may include browser type, IP address, date and time of access, previously viewed websites, and your actions on our Site. We may use session cookies, which are deleted as soon as you close your browser, as well as persistent cookies, which remain on your browser. The information collected by cookies generally cannot identify you individually. However, to the extent that we combine Personal Information with non-personal cookie information, we will treat that information as Personal Information.

MECM uses cookies to facilitate access and use of the Site, improve the performance of the Site, understand the activities of Site visitors, identify patterns in Site usage, remember you as a previous user and your previously set preferences, and gain information about your internet browsing habits. MECM may also use cookies to associate you with your account profile.

By using the Site, you agree to our use of cookies as described above. You may configure your Internet browser to notify you when a cookie is sent (giving you the option to decide whether to accept it or not), and to reject or remove cookies. To remove cookies, please follow your browser's instructions or contact your browser provider for more information. By removing or refusing to accept cookies, you may be unable to use or access some features of our Site.

Information collected by third party cookies and other tracking devices

MECM uses selected third parties to conduct analytics on the Site, as well as to serve relevant ads on third party Internet sites. MECM currently uses Google Analytics for these purposes. MECM does not provide any Personal Information to these companies to allow them to use such information on their own behalf, or for the benefit of any other party. These advertising companies may, however, place their own cookies on your browser. You can choose not to allow these advertising companies to use their cookies to serve you ads on third party internet sites.

How We Use Information

MECM may use Personal Information to provide you with MECM products and services and inform you about other MECM products and services that may be of interest to you. In particular, we may use your Personal Information to:

- Establish and maintain your MECM membership;
- Process applications that you submit to MECM;
- Provide examination services, including processing your candidacy for, administering, and scoring an examination;
- Register you for MECM programs and events;
- Process orders that you place with MECM;
- Correspond with you regarding training, events, or other MECM-related products or services; and
- Maintain the online MECM Member directory.

MECM may also send you MECM newsletters and other informational materials that may be of interest to you. We will provide you the opportunity to opt out of receiving such information in each such communication.

How We Share Information

MECM may share Personal Information as follows:

Third Party Processors and Transaction Processing

We may engage third parties to perform services in connection with the operation of this Site and our organization. Examples of these third parties may include website hosting service providers, technology service providers, payment processors, legal advisers and consultants, training providers, examination supervisors and/or related services. We may share Personal Information with these third parties, but we authorize them to use this Personal Information only in connection with the services they perform on our behalf. Such parties are bound by contract to establish reasonable measures to protect your Personal Information from unauthorized access, use, or disclosure. In addition, we may share certain Personal Information with third parties as necessary to facilitate our offering of products and services to you.

Third Party Products and Services

We may share Personal Information with select third parties that offer services or products that we believe may be of interest to you. These third parties may contact you with communications regarding their own services or products. Such third parties may include training providers, exhibitors at and sponsors of MECM events, University Program Partners, and other MECM partners. Please note that, if you receive any communications from such third parties, you may also wish to contact them directly to opt-out of receiving further communications from them.

Event Attendees

For some MECM events, we may make certain Personal Information of all event attendees available to other event attendees and event sponsors. The Personal Information made available may include name, employer, address, and email address.

Legal Compliance

We may share Personal Information of MECM Members with government regulators in connection with reporting obligations. We may also share Personal Information with our Professional Conduct Hearing Panel or otherwise share Personal Information as required by law or at the request of government regulators or other law enforcement officials and the courts.

MECM Networking Sites and Social Media Sites

The Site may offer opportunities to engage in social networking, interact with others and/or submit or post messages or other content, such as on MECM blogs ("MECM Networking Sites"). The Site may also provide for interactions with third party websites or services including social media websites through plug-ins. Please note that any information or materials that you post or submit through such MECM Networking Sites will be publicly posted to everyone that has access to the relevant Site. Posts to third party social media or other sites ("Social Media Sites"), including any content on our Site that you "share" or "like," will be controlled by and subject to the terms of such social media or other sites. We encourage you to use caution when you submit any information or materials on or through any MECM Networking Site or interact with third party websites or services through plug-ins.

Your Preferences

You may change your account preferences at any time by visiting the **Manage Account** (account login required) section of the MECM website (when available) and updating your online profile by selecting **Edit** under **Newsletters & Alerts**, or by contacting us using the information provided under the "Contact Us" section of this Policy.

In order to provide you with superior service, we may contact you to resolve a problem even if you have asked us not to contact you for other purposes.

Accessing and Updating Personal Information

You may request access and the opportunity to modify or delete certain portions of your Personal Information to the extent required by applicable law by contacting MECM as described in the "Contact Us" Section at the end of this Privacy Policy. Please note that we may require additional information to authenticate your identity.

Security

MECM maintains reasonable and appropriate technical, physical, and administrative measures to protect the security of your Personal Information. Access to Personal Information is limited to only those employees, contractors, or authorized agents of MECM who have authorization to access such Personal Information and such access is limited to the extent such information is needed to fulfill the task for which the Personal Information was collected. While we strive to protect your Personal Information, we cannot ensure the security of the information you transmit. We recommend you to take every precaution in protecting your Personal Information when you are on the internet. For example, change your passwords often, use a combination of letters and numbers when creating passwords, and make sure you use a secure browser.

Links

This Site provides links to websites or services created and maintained by other individuals or organizations. Please note that these websites' privacy policies may differ from this Privacy Policy. We encourage you to read the privacy statement of any website you may visit, as we are not responsible for such websites' content and policies. MECM does not control these links or sites nor is MECM responsible for the accuracy, timeliness, security, or continued availability or existence of the information provided on these sites. Other organizations linked from the Site may collect information about you when you visit their websites. MECM cannot control this collection of information. You should contact these companies directly if you have any questions about how they use the information they collect.

Children

MECM does not knowingly collect any personal information from children under the age of 13, and users under the age of 13 should not submit any personal information to MECM.

Changes to This Policy

If we make any material changes to our privacy practices we will post a prominent notice on our website notifying users of the change.

Contact Us

For further information about MECM's privacy practices, please email us mecm@mecm.co.uk