

Privacy Policy: Collection, Use and Security of Personal Information

Society of Clinical Research Professionals Malaysia (formerly known as Association of Clinical Research Professionals Malaysia (ACRPM), hereinafter known as SCRPM) values and respects member's right to retain the privacy of certain Personal Information. This Privacy Policy applies to activities of the SCRPM and additionally to members visiting SCRPM Web sites, signing up for SCRPM publications and mailings, or entering into transactions with the SCRPM, and covers the collection, use, and disclosure of information and data as described in this Privacy Policy. The Privacy Policy does not apply to information that the SCRPM collects on contractors, vendors or other entities with which the SCRPM does business, although the SCRPM will contractually require them to comply with relevant provisions of the Privacy Policy.

CONSENT

By submitting Personal Information to the SCRPM, members agree that the Society may collect, use and disclose such Personal Information in accordance with this Privacy Policy and as permitted or required by law.

Members may refuse or withdraw their consent to disclose certain Personal Information at any time by contacting the Secretariat of the above mentioned SCRPM. If member refuse or withdraw their consent, the SCRPM may be unable to provide member or continue to provide member with certain services, programs and/or information which may be of value to them.

SCRPM's Collection of Personal Information

The SCRPM may collect Personal Information it obtains from individuals, organisations and third parties for fund raising purposes or to notify persons of SCRPM programs, events, educational opportunities and upcoming meetings. Also, the SCRPM might collect Aggregate Information for research purposes^[1].

Business contact information is not protected by this policy. This type of information is not considered to be personal information and may be collected, used and disclosed without consent unless otherwise requested.

SCRPM's Use of Personal Information

The Personal Information collected by the SCRPM is used for the following purposes:

- to contact the individual/member for instruction;
- to issue invoices, administer accounts, collect and process payments;
- to send conference/meeting enrolment confirmation;
- to plan and arrange for needs while in attendance at a conference/meeting;
- to develop, enhance, market, sell or otherwise provide products and services;
- to include the individual/member on the Association/Society's mailing list for bulletins and event notices;
- to comply with any legal or regulatory requirements or provisions;
- for any other purpose to which individual/member has given his/her consent.

The SCRPM use of individual/member's Personal Information strictly for the purposes outlined above. If the SCRPM needs to use the Personal Information for any other purpose, the Society will contact him/her and obtain consent prior to that use.

RETENTION OF PERSONAL INFORMATION

The SCRPM will make every effort to discontinue the use of a individual/member's Personal Information as soon as practicable if requested by individual/member's. The SCRPM may need to retain Information in its archives and records to comply with law, resolve disputes, analyse problems, assist with any investigations, enforce SCRPM's User Agreement and other policies, and take other actions otherwise permitted or required by law.

DISCLOSURES TO THIRD PARTIES

SCRPM will not sell, rent, exchange, publish or otherwise share individual/member's Personal Information to any third parties except as otherwise described in this Privacy Policy. In the ordinary

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course of business, SCRPM may engage third parties to provide limited services on our behalf, such as website hosting, packaging, mailing and customer service functions to the SCRPM or on its behalf. The SCRPM will only provide those companies the personal information necessary to perform the service, and they are required to maintain the confidentiality of such information and are prohibited from using that information for any other purpose.

Member names and business contact information are made available to other members via the Membership Directory. However, members can request that their information be blocked from this directory in their member profile. If the member does not opt out/decline/request to be blocked, permission is deemed granted for the information to be made available.

DISCLAIMER

SCRPM is not responsible for, and expressly disclaims, all liability for damages of any kind arising out of use, reference to, or reliance on any information contained within its membership directory. No guarantee is given that the information provided by other members is correct, complete, reliable or current, in the directory and does not constitute an endorsement by SCRPM.

AMENDMENT OF THIS PRIVACY POLICY

SCRPM reserves the right to revise, amend or modify this Privacy Policy at any time and in any manner. Notice of any revision, amendment, or modification will be posted in accordance to our members.

Review or request removal of your information

We respect your privacy and recognise that you may wish to limit the ways in which we contact you. Simply send an e-mail to [scrpmalaysia@gmail](mailto:scrpmalaysia@gmail.com) with the following information:

- To remove your name from mailing lists shared with other members/organisations, please provide your full name, mailing address and a sentence requesting removal.
- To remove your name from the SCRPM's postal mailing list, please provide your full name, mailing address and a sentence requesting suppression of your Personal Information in our files.
- To review or correct your Personal Information with the SCRPM, please provide your name and a sentence requesting a review or a correction

Your feedback is important to us.

We welcome your comments and suggestions. Help us make improvements or recognise accomplishments; please contact scrpmalaysia@gmail.com

[1]Footnote: Types of information: "Personal Information" identifies a specific individual with a minimal degree of effort. "Personal Information" includes name, identification number, address, city, contact number, email addresses and other similar information (may include bank or credit card account numbers, passport number). "Aggregate Information" is information presented in summary or statistical form which does not contain data that would permit the identification of a specific individual without extraordinary effort.

By signing below, I have read, agree with, understand, and comply with the above statements and have received a copy of the privacy policy

Signature

Date

Name:

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