



## PRIVACY POLICY

The International Institute for Bioenergetic Analysis (IIBA) is an International membership organization of psychotherapists devoted to the development and practice of Bioenergetic Analysis. We strive to provide our members and users of our website with information and services available and recognize that building a long-term relationship with you depends on a great deal on trust. This trust begins with our commitment to respecting as well as protecting your privacy and in furtherance of this goal IIBA acknowledges that it respects the privacy rights of its members and website users. For the purposes of this Privacy Policy, IIBA is the data controller, and can be contacted using the details provided below.

Subject to the information provided in this Privacy Policy, we have structured our web site so that, in general, you can visit IIBA on the web without identifying yourself or revealing any personal information. Once you choose to provide us personally identifiable information (name, address, e-mail address, phone number, etc.) you can be assured that it will only be used to support your member relationship with us, or as otherwise set out in this Privacy Policy. Our membership application process, registration process for conferences, and the IIBA Webshop may request and/or require you to submit personal information. However, you can be assured that any such personal information that you submit to us will be protected by industry standard security and management procedures and will be used only for the purpose for which it was submitted, unless you request or agree otherwise, or as otherwise set out in this Privacy Policy.

Our privacy statement covers five main areas: Awareness, Choice, Access & Correction, Security, and Additional Web Site Issues.

### 1. Awareness

IIBA provides this Privacy Policy to make you aware of our privacy practices and of the choices you can make about the way your information is collected and used.

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#### IIBA

International Institute for Bioenergetic Analysis (NIF: G65432429)

C/ Berguedà, 21 2º 5ª - 08029 Barcelona (Spain)

Phone: +34 936 007 448 - Fax: +34 932 269 146 - E-mail: [iiba.spain@bioenergeticanalysis.com](mailto:iiba.spain@bioenergeticanalysis.com)

[www.bioenergetic-therapy.com](http://www.bioenergetic-therapy.com)



### What Information We Collect

On IIBA's web sites, over the telephone, or through the mail, you are able to order products or services from IIBA, apply for IIBA membership, and register for conferences. The types of personal information collected by IIBA may include your name, your membership status, your profession, your contact and billing information for business and home (including telephone number and e-mail address). In order to tailor our subsequent communications to you and continuously improve our products and services, we may also ask you to provide us with information regarding your personal or professional interests, demographics, experience with our products, and contact preferences. By using our web sites, or by contacting us over the telephone, or through the mail, you may transfer your personal information to locations outside of the jurisdiction in which you live.

### Information Collected Through Technology

When you use any of our web sites or services, we or our service providers may collect tracking information such as your browser type, mobile device, the type of operating system you use, the domain name of your Internet service provider, and pages visited on the web sites. We use this information for aggregate reporting. For example, we may want to know how long the average user spends on our web sites or which pages or features get the most attention. We use this information to make our web sites and other products and services more useful to you; to provide you with more effective customer service; to make the web sites or services easier to use by eliminating the need for you to repeatedly enter the same information; to perform research and analysis aimed at improving our products, services and technologies; and to display content and advertising that are customized to your interests and preferences. (See Section 5, Additional Web Site Issues.)

### How We Use the Information

IIBA uses your information to better understand your needs and provide you with better service. Specifically, we use your information to help you complete transactions requested by you, to communicate back to you, and to offer and update you on IIBA services and benefits.



As a benefit to IIBA members, IIBA will (at no charge) include your name and relevant biographical information in IIBA directories. From time to time, we may also desire to contact you for market research or survey purposes or to provide you with information we think would be of particular interest. IIBA will not reveal your personal information publicly or to any third party (except as stated below) unless we receive your explicit permission to do so. If at any time you would like to have your name removed from IIBA lists and/or directories, please follow the directions given below in the "Choice" section (Section 2) of this document to opt-out of such contact.

### With Whom We Share the Information

IIBA will not sell, rent, or lease your personally identifiable information to others outside of PMI without your permission. Unless we have your permission or are required by law, we will only share the personal data you provide to us with other IIBA affiliated local societies who are acting on our behalf to help us provide you with improved knowledge about Bioenergetic Analysis. Such local societies are governed by our privacy policies with respect to the use of this data and are bound by this Privacy Policy and applicable confidentiality agreements.

## 2. Choice

IIBA will not use or share the personally identifiable information provided to us for purposes other than for which the information was originally submitted, without your express permission, except as expressly stated in this Privacy Policy. We will also provide you the opportunity to inform us at any time if you choose to opt-out of partial or total contact from IIBA and we will comply with such requests. Please send your request in case of exercising your choices to [iiba.spain@bioenergeticanalysis.com](mailto:iiba.spain@bioenergeticanalysis.com). You may also exercise your choices by contacting IIBA by phone at +34 936 007 448, or by mail at IIBA - International Institute for Bioenergetic Analysis, C/ Berguedà, 21, 08029 Barcelona (Spain), Attention: Privacy Officer. Except as expressly stated in this Privacy Policy, your permission will always be secured first, should we ever decide to share your information with third parties that are not acting on our behalf and not governed by our privacy policy.



### 3. Access & Correction

IIBA strives to keep your personally identifiable information accurate. We will provide you with access to your information, including making every reasonable effort to provide you with online or telephone access to your registration data so that you may review, ask to update or correct your personal information. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting you access or enabling you to make corrections. If you are an IIBA member, you can access your personal information by logging into [www.iiba.org](#) with your user ID and password, following the directions listed under "My web user profile." You may also request a change in your personal information by contacting Customer Care either by e-mail at [iiba.spain@bioenergeticanalysis.com](mailto:iiba.spain@bioenergeticanalysis.com); or by telephone at +34 936 007 448.

### 4. Security

IIBA is committed to ensuring the security of your information. To prevent unauthorized access or disclosure, maintain data accuracy, and ensure the appropriate use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

Any unauthorized access to or use of any of our web sites and other products and services or to the information collected and maintained by us should be immediately brought to our attention by contacting us via email at [iiba.spain@bioenergeticanalysis.com](mailto:iiba.spain@bioenergeticanalysis.com) or by writing to us at IIBA - International Institute for Bioenergetic Analysis, C/ Berguedà, 21, 08029 Barcelona (Spain), Attention: Privacy Officer. We will investigate, and, if necessary, take action to halt any violation of the security of your personal information of which we become aware.

Your access to some services and content is password protected. We recommend that you do not divulge your password to anyone. IIBA will never ask you for your password in an unsolicited phone call or in an unsolicited email. You should not disclose your user name and



password to others. In addition, if applicable, you should remember to sign out of your IIBA account or service at the end of each session. You may also wish to close your browser window when you have finished your work. This is to ensure that others cannot access your personal information and correspondence if you share a computer with someone else or are using a computer in a public place like a library.

Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. Accordingly, despite our best efforts to protect your personal information, IIBA cannot completely ensure or warrant the security of any information you transmit to us, or to or from our online products or services. You transmit all such information at your own risk. However, once we receive your transmission, we make our best effort to ensure its security on our systems.

## 5. Additional Web Site Issues

### How IIBA Uses Technology to Improve Your Web Site Experience

IIBA uses cookies and web beacons (described below), to collect information about the pages you view, the links you click and other actions you take on our sites and services. Additionally, we collect certain standard information that your browser sends to every web site you visit, such as your IP address, browser type and language, access times and referring web site addresses.

Most aggregate information is collected via cookies, web beacons and other technical methods. Web beacons (also known as clear gifs), in conjunction with cookies, are used to compile statistics about site usage. Web beacons are small pieces of data that are embedded in images on the pages of Web sites or applications. We or our service providers use these technical methods to analyse the traffic patterns on our web sites, such as the frequency with which our users visit various parts of our web sites and to measure site effectiveness or use of online products and services. We also use Web beacons in HTML e-mails that we send our visitors who have agreed to receive e-mail from us, to determine whether our recipients have opened those e-mails and/or clicked on links in those e-mails. If you choose to furnish IIBA with personally identifiable information, this information can be associated to the data

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stored in the cookies or Web beacons. These technical methods may involve the transmission of information either directly to us or to our service providers. These technical methods allow us to make our web sites and other products and services, and any e-mails you have agreed to receive, more interesting to you. You may render some Web beacons unusable by rejecting their associated cookies.

We also use cookies to store, and sometimes to track, user information. Cookies, by themselves, do not tell us your e-mail address or other personally identifiable information unless you choose to provide this information to us by, for example, registering or subscribing to our web sites. A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. A cookie contains a unique number that allows our web sites to recognize your computer. We use both temporary and persistent cookies; a temporary cookie tracks visitor activity during a session or visit and it expires when you close your browser. We use them to provide continuity for your visit as you visit web site pages. Persistent cookies allow us to keep track of your user name and password (if you are a subscriber) so you don't have to re-enter that information each time you visit. The Help function on most browsers contains information on how to set your browser to notify you before accepting cookies or to disable cookies entirely. However, if you don't accept cookies, you won't be able to take advantage of various features on our Sites that are available to other visitors.

IIBA wants to ensure that you understand that accepting a cookie in no way gives us access to your computer or any personal information about you, other than the data you choose to share with us. This practice is strictly enforced. We are aware that a lot of people have concerns about cookies, but we believe that the benefit we both gain from their proper use is worthwhile. We value the relationships we have with our members, so we respect these concerns. IIBA works to continuously improve the [bioenergetic-therapy.com](http://bioenergetic-therapy.com) & [www.iiba-conference.org](http://www.iiba-conference.org) web experience and personal data privacy policy and practices.

### Links to Third Party Websites

Links to third party web sites are provided solely as a convenience to you. If you use these links, you will leave the IIBA site. IIBA has not comprehensively reviewed all of these third-



party sites and does not control and is not responsible for any of these sites, their content or their privacy policies. Thus, IIBA does not endorse or make any representations about them, or any information, software or other products or materials found there, or any results that may be obtained from using them. If you decide to access any of the third-party sites linked to this site, you do this entirely at your own risk.

## 6. Enforcement Contact Information

If you have any questions or comments regarding our privacy practices, please contact IIBA at [iiba.spain@bioenergeticanalysis.com](mailto:iiba.spain@bioenergeticanalysis.com).

## 7. General Data Protection Regulation (GDPR)

As of 25th March 2018, we are also bound by the provisions of the General Data Protection Regulation (GDPR).

## 8. Changes to this Statement

If there are updates to the terms of this Privacy Policy, we will post those changes and update the revision date listed on this document, so you will always know what information we collect online, how we use it, and what choices you have. For material changes to this Policy, IIBA will provide notification to affected members.