

# Privacy Notice

## PRIVACY NOTICE

The Friends of the National Institute of Nursing Research (FNINR) is committed to protecting your personal privacy and takes all reasonable care to prevent unauthorized access to your personal data. This notice governs all aspects of FNINR, including FNINR services, membership and all web pages hosted by FNINR. It does not apply to pages hosted by other organizations, including member websites, which have their own privacy policies. This notice may be amended at any time.

### Why your personal information is collected and how it is used

Select personal information is needed by FNINR to enable us to properly manage our member and event attendee files. These files are used to enable FNINR to fulfil our role of providing a wide range of services to our members, contributors, volunteers, and customers including, but not limited to, providing services that you request, communicating information that may be considered of interest to you, processing applications, managing meeting registration, or to better understand how our websites and services are used so we may improve these member and customer offerings.

### What personal information is collected

The type and amount of information received and stored by FNINR depends on how you use the website and FNINR's other services. FNINR does not collect information identifying you personally (such as your name, address, phone number or e-mail address) unless that information is voluntarily disclosed, such as in the case of an event registration or otherwise providing this information to FNINR. You can access most FNINR webpages without stating who you are and without revealing any personal information.

#### ***Required Personal Information***

The following minimum information must be provided in order for your meeting registration, etc. to be processed: First Name, Last Name, and Email Address. These details are needed to properly identify you, to communicate with you, to provide you with the products and services you have requested and to ensure that items are properly labelled as yours (example: meeting name badges, etc.).

For select FNINR services, additional personal information may be required. This additional required personal information may include, but is not limited to, your postal address or country of residence for meeting registration and your role within your organization, etc. for membership applications.

#### ***Optional Personal Information***

To provide our members with improved service, additional personal information is requested, but not required, including, but not limited to: institution name and website, position title, phone number, fax number, demographic information, etc.

#### ***Email address***

Electronic communication is for most purposes FNINR's preferred method of communication because it is generally convenient, rapid, effective and efficient. Your email address is needed because it allows FNINR to be able to communicate with you directly.

FNINR respects the privacy of personal email addresses and complies with all known current legislation on email communication. You may specify your preferred communications from FNINR by informing FNINR of your preferences via e-mail at: [fninr@fninr.org](mailto:fninr@fninr.org).

### How your personal information is collected

To fulfil member and customer requests and services, FNINR collects personal information in a number of ways from a number of sources. This information may be provided to FNINR on paper forms, fax, electronically through the FNINR website or FNINR's other online services, or through other electronic forms made available through partner platforms and websites, such as meeting registration. The sources of personal information received by FNINR are:

- The individuals themselves

- Third parties acting on behalf of individuals (example: an assistant or agent arranging registration or hotel accommodation for an FNINR meeting or event)

### **With whom your personal information is shared**

FNINR does not distribute, sell or rent personal information to others, except with your prior permission, where required by law, or to supply your information to FNINR's contractors to perform specific services. In this context, your personal data may be disclosed to third party vendors who manage FNINR's meeting registration, food and beverage services, etc.

### **How long your personal information is kept**

Personal information is kept for a reasonable period of time, and may be stored indefinitely, dependent upon the nature of the information and its intended use.

If you are an FNINR gala attendee or past attendee, your information will be kept in the FNINR system indefinitely, even if you do not use FNINR products or services during that time, unless you request us not to keep it, in which case your historic records will no longer be accessible.

### **How you can access, update or delete your personal information**

You have the right to access, amend, oppose the use of, or protest collection of your personal data. If you change your e-mail address, discover inaccurate information, or wish to unsubscribe, those with an online account may access and update this information on the profile page. For those who would like to file a complaint, for individuals without an online account, or for those members who prefer, you may e-mail a message to [fninr@fninr.org](mailto:fninr@fninr.org) to address these items.

### **How your personal information is treated and data security**

FNINR ensures to the best of its ability that any personal information provided to FNINR is secure on its systems. However, it cannot guarantee that submitting information over the Internet is 100% secure. As a result, FNINR does not confirm or warrant the security of personal information submitted; you do so at your own risk.

### **Cookies**

Like many other websites, the FNINR website and sub-sites use cookies in order to provide you with a more personalized web experience.

A cookie is a text-only string of information that is created and stored on your computer by your browser. It contains information about your visit that your browser uses to personalize certain pages or elements. For statistical analysis purposes, a cookie may also be used to pass a randomly generated and anonymous unique number to our servers. Cookies cannot be used by themselves to identify you. A cookie will typically contain the name of the domain from which the cookie has come, the "lifetime" of the cookie, and a value, usually a text value or a randomly generated unique number.

If you do not wish to receive cookies, you can easily modify your browser to reject all cookies or to notify you whenever one is about to be placed on your computer. However, if cookies are not accepted you may not be able to use all the interactive features of the FNINR website.

### **Automatically collected information**

#### ***Log files***

Most standard web servers, including FNINR's, use log files, which record information such as:

- service provider IP addresses;
- browser versions;
- referring web sites;
- search terms used;
- average number of pages requested;
- average duration of visit;
- total visitor traffic;

- information gathered for aggregate use.

### ***Google Analytics***

Currently FNINR uses Google Analytics to analyze the audience of the website and improve our content. All data is being collected in anonymized form for the purpose of analyzing traffic to our website and plan updates and improvements according to actual usage. The collected data is transmitted to, stored and analyzed on Google Analytics servers. No personally identifying information is collected from Google Analytics.

You may opt out of Google Analytics using the [official instructions](#) or you can access their own Privacy Notice, which can be found on their website [here](#).

### **Protecting Children**

The website is not intended for people under 16 years of age. FNINR does not knowingly collect personally identifiable information from people under 16. If you are under 16, do not use or provide any information on the Website or provide any information about yourself to us, including your name, telephone number, email address or any screen name or username you may use. If we learn we have collected or received personally identifiable information from a person under 16 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a person under 16, please contact us at [fninr@fninr.org](mailto:fninr@fninr.org).

### **Governing Law**

This Privacy Notice and any disputes related thereto shall be governed by and construed in accordance with the laws of the State of Kentucky, exclusive of its choice of law rules.

### **Disclaimer**

This site contains hypertext links to other sites. FNINR is not responsible for any third-party content or privacy practices accessible through this website. We do not endorse any of the companies or opinions listed in or linked to or from the website. Our website also does not host any form of advertisement.