

Terms and Conditions

2^{1st} ISRP International Biennial Conference

Pembroke College, Oxford, UK 22 September to 26 September 2024.

The International Society for Respiratory Protection, herein known as ISRP, is governed by the Society Bylaws and Policies and as applicable, the individual Regional Section (e.g., Japan) bylaws. Bylaws and Policies of the Society and Regional Section are available in the Member's Section of the website or alternatively available upon request from oxford@isrp.com.

Privacy Notice

This privacy notice discloses the privacy practices for www.isrp.com. This privacy notice applies solely to information collected by this website. It will notify you (the "user") of the following:

- What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
- What choices are available to you regarding the use of your data.
- The security procedures in place to protect the misuse of your information.
- How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing

The ISRP ("We") are the sole owners of the information collected on this or our partner's (Conference Care) site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us and will use it only for society internal purposes. We will not share your information with any third party outside of our organizations, other than as necessary to fulfill your request, e.g., to respond to requests for information relating to the Biennial Conference in Pembroke College, Oxford, 22 September to 26 September 2024.

Your Access to and Control Over Information

By accepting these terms and conditions you have chosen to opt into future contacts related to the conference from us at any time.

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website or if a current member by updating the details of your member profile. You can:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security

We take precautions to protect your information. When you submit sensitive information via the websites, your information is protected both online and offline.

Wherever we collect sensitive information, that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees/contracted agents who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via email.

Online registration

An online registration constitutes a legally binding agreement with ISRP. All delegates must be registered via the online booking system and have your booking confirmed by email from our partners Conference Care.

Registration contact page

To use this website for booking the conference, a user, whether booking the conference for themselves or for others, must first complete the registration contact page. During registration a user is required to give certain information (such as name and email address). This information is used to contact you about the products/services in which you have expressed interest.

Payment methods

Our partners Conference Care have implemented an online payment system to allow payment by credit/debit card or direct bank transfer. Delegates or their agents booking for them who prefer to be invoiced should confirm this at the point of registration (and note the invoice payment terms only available up to Saturday 1st August 2024). All invoices should be paid directly to the account details displayed on the invoice.

Cancellation policy

Once a booking has been made for the conference, the user agrees to abide by the cancellation as set out below. Repayment of fees will be made in a timely manner via a mechanism agreed between the user and ISRP/Conference Care.

Removal of personal data

If a user cancels a booking for the conference, irrespective of fees refunded, part refunded or not refunded at all, ISRP/Conference Care will delete the user's personal data from their files.

Refund of fees

In the event of a user cancelling a booking for the conference ISRP/Conference Care will refund or part refund fees paid depending on the date that the request for cancellation is made. The following cut-off dates will apply:

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| • Request for cancellation made before 19 th July 2024 | 100% refund of all fees paid |
| • Request for cancellation made before 1 st September 2024 | 50% refund of all fees paid |
| • Request for cancellation made on or after 1 st September 2024 | No refund |