6301 lvy Lane = Suite 601 = Greenbelt, MD 20770-6310 = 301-220-0700 = Fax 240-331-3091 300 M Street SE = Suite 540 = Washington, DC 20003-3448 = 202-734-7500

## **Privacy Policy**

This privacy notice discloses the privacy practices for <a href="www.ism-hq.com">www.ism-hq.com</a> and its subdomains. This privacy notice applies solely to information collected by this website. It will notify you 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 from the misuse of your information.

How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing We (ISM) are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact (i.e. forms) 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. We will not share your information with a third party outside of our organization, other than is necessary to fulfill your request, e.g. to provide a joint service with a partner. Unless you ask us not to, we may contact you via email in the future to tell you about changes to this privacy policy.

**Your Access to and Control Over Information** You may opt out of future contact from us at any time. You can request the following at any time by contacting us via the email address or phone number on our website:

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 website, your information is protected both online and offline. We do not collect sensitive information, such as payment details or personal identification numbers. Only employees who need the information to perform a specific job are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

ISM is committed to transparency. We want individuals to understand how we collect and use personal data so they may interact with ISM with confidence. If you have questions related to the content of this webpage, please contact us at privacy@ism-hq.com.