

## Privacy Policy Statement

This is the web site of ASTM International ("ASTM").

Our postal address is:

PO Box C700

100 Barr Harbor Drive

West Conshohocken, PA 19428

We can be reached via e-mail at [service@astm.org](mailto:service@astm.org)

Or you can reach us by telephone at (610) 832-9585

For each visitor to our Web page, our Web server automatically recognizes the consumer's domain name and e-mail address (where possible).

We collect the domain name and e-mail address (where possible) of visitors to our Web page, and we aggregate information on what pages consumers access or visit and information volunteered by the consumer, such as survey information and/or site registrations.

Like all other Web servers, ASTM's Web server automatically creates log files for each visitor who accesses our site. These "access logs" allow us to make our site more useful to our visitors. The access logs do NOT record a visitor's name, address, phone number, credit card numbers, or any other personally-identifying information. Rather, they contain some or all of the following information:

- The Internet Protocol Address (IP Address) of the machine which accessed our Web site
- The date of the visit
- The time of the visit
- The path taken through our Web site
- The browser being used
- A list of files downloaded or viewed
- Any errors encountered

The information we collect is used to improve the content of our Web page and used to notify consumers about updates to our Web site.

### **Cookies**

ASTM also uses 'cookies' to collect information. A cookie is a string of characters that can be written to a file on the user's hard drive when the user visits a Web site. Only the Web site that set the cookie can read it, and it can only be used as a record keeping device to store information that the site already has. It cannot, for example, be used to read other information from the user's hard drive.

ASTM uses cookies to track users' activity through the site in order to improve the site's architecture, to offer the user interactive features that would not be possible without them, and to recall specific information to save the user time during subsequent visits to the site. If you wish to prevent cookies from being set to your hard drive you may disable them in your browser's preferences, although you may no longer be able to access certain interactive features.

### **Use of Information**

The use of personally-identifying information is limited to the following: responding to user e-mails; fulfillment of ASTM Online Shop orders; editorial purposes such as contacting users for an online survey; sending communications, including marketing and promotional communications, from ASTM to users and members, and other purposes specified at the time the information is gathered.

From time to time, unless you opt out using the procedure below, you may receive postal mailings from other third party organizations. You will not receive emails from third party organizations. ASTM does not provide or sell email addresses to third party organizations.

ASTM also may disclose personal information if required to do so by law or if it believes that such action is necessary to (a) comply with the law or with legal process, (b) protect against misuse or unauthorized use of the ASTM Web site, or (c) protect the personal safety or property of ASTM Web site users, the public or ASTM and its employees.

If you do not want your personally-identifying information to be collected or used for any of these purposes, you can simply "opt out" according to the process described below.

ASTM uses non-identifying aggregate information to analyze use of and better design the ASTM Web site and to share with third parties in aggregate form only as appropriate. For example, we may tell a third party that a certain number of users accessed a particular area or product on our Web site. However, we will not disclose any information that could be used to identify those users.

#### **Mail, E-mail, Faxes, and Telephone**

If you supply us with your postal address on-line you may receive periodic postal mailings from us or related third parties with information on new products and services or upcoming events.

If you give us your e-mail address, you are giving us permission to reply to or send information to that e-mail address.

If you provide us with a fax number, you are consenting to receive faxes from us at that number.

If you supply us with your telephone number on-line you may receive telephone contact from us with information regarding orders you have placed.

If you'd prefer not to receive such communications, please state your preferences in an email to us at the above address. Please remember to provide us your name, address, and account number and we will revise your account preferences accordingly.

#### **Security**

ASTM has in place what we believe to be appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. Credit card information provided to the ASTM Online Shop is protected against unauthorized use by 128-bit encryption and Secure Sockets Layer (SSL) security features, which scramble your personal information.

#### **Corrections to Personal Data; Opting Out**

Please write to [service@astm.org](mailto:service@astm.org) to a) correct or update any personal information in the ASTM database that you state is erroneous, b) opt-out of future communications from ASTM, c) opt-out of third party communications, or d) request ASTM to make reasonable efforts to remove your personal information from the ASTM database. The user understands that it may be impossible to delete personal information entirely because of backups and records of deletions.

#### **Acceptance of Privacy Policy Terms**

ASTM reserves the right to change this policy. Any changes to this policy will be posted to this page as soon as reasonably possible, so please check this page periodically. Use of the ASTM Web site constitutes consent to any policy then in effect. Please make sure that you read ASTM Policy section of this web site to understand additional terms and conditions that apply to the use of our Web site.