

## Web Services-Interoperability Organization Online Privacy Statement

### Version 1.0

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Your privacy is important to The Web Services-Interoperability Organization (WS-I). This Privacy Statement sets forth the personal information practices for the WS-I Web site (ws-i.org, including its publicly-accessible areas (the "Public Web Site") and its member-only areas at members.ws-i.org (the "Member Web Site"), collectively, the "WS-I Web site"), including what type of information is gathered and tracked, how the information is used, and with whom the information is shared. We make this notice available on our home pages, and on the bottom of every page of the Public Web Site.

Detailed statements for both [Public](#) and [Member](#) online resources are provided below.

Your use of the WS-I Web site signifies your understanding and acceptance of the terms of this Privacy Statement.

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### Table of Contents

1. [Sites Covered by this Privacy Statement](#)
  2. [Types of Information We Collect](#)
  3. [Children's Privacy](#)
  4. [How We Use Your Information](#)
  5. [Who We Share Your Information With](#)
  6. [Your Choices](#)
  7. [Access to and Accuracy of Your Information](#)
  8. [Keeping Your Information Secure](#)
  9. [Public Web Site Information Gathering](#)
  10. [Members-Only Web Site Information Gathering](#)
  11. [Disclosures Required by Law](#)
  12. [Enforcement of this Statement](#)
  13. [Changes to this Statement](#)
  14. [Contacting Us](#)
- 

### 1. Sites Covered by this Privacy Statement

This Privacy Statement applies to all WS-I Web sites, which include all WS-I-owned web sites and domains, as well as the supporting online facilities provided to WS-I members.

#### 1.1 Links to non-WS-I web sites

The WS-I Web sites may provide links to third-party web sites for your convenience and information. If you access those links, you will leave the WS-I Web site. WS-I does not control, and is not responsible for, those sites or their privacy practices, which may differ from WS-I's. We do not endorse or make any representations about third-party web sites. The personal information you choose to give to unrelated third parties is not covered by the WS-I Privacy Statement. We encourage you to review the privacy policy of any web site before submitting your personal information.

## **1.2 Web site hosting and service providers**

Many of WS-I's online services are hosted or fulfilled by other organizations and service providers. These support organizations typically have administrative tools and authorizations as required for a reliable infrastructure. The information collected by their tools, and the type of access their administrators have to that information, are not described here. However, these organizations are not authorized to access or use confidential WS-I information for any purpose other than to manage the infrastructure and otherwise provide services to WS-I.

## **2. Types of Information We Collect**

### **2.1 Personal Information**

Personal information is information that is associated with your name or personal identity. WS-I uses personal information, for example, to better understand your needs and interests and to provide you with better service.

On some WS-I Web sites, for example, you can request information, subscribe to mailing lists, participate in online discussions, collaborate on documents, or register for events. The types of personal information you provide us on these pages may include name, address, phone number, e-mail address, user IDs, passwords, billing information, or credit card information.

To personalize the WS-I Web sites, we may ask you for a user name and password. This information is required for access to member-only material and information.

### **2.2 Non-Personal Information**

Non-personal information is data about usage and service operation that is not directly associated with a specific personal identity. WS-I collects and analyzes non-personal information, for example, to evaluate how visitors use the WS-I Web sites.

Non-personal data we collect may include the pages visited on the WS-I Web sites, web browser type and IP address, files downloaded, and referring web sites. WS-I Web sites' pages and correspondences may use cookies, web beacons, or other technologies for data analysis and personalization services. These technologies may vary, but in some cases may involve a small file stored locally on the computer used to access the WS-I Web site, and may be used by us to store and collect information relating to your viewing and use of the WS-I Web site and our correspondences with you. It may be necessary, in case of an audit or unusual circumstances, to personalize non-personal data.

## **3. Children's Privacy**

WS-I is committed to protecting the privacy rights of children and we encourage parents and guardians to take an active role in their children's online activities and interests. WS-I does not knowingly collect information from children under the age of 13, and WS-I does not target the WS-I Web sites to children under 13. If you are under the age of 13, please do not provide any personal information to WS-I.

## **4. How We Use Your Information**

WS-I uses your personal information to provide you with services to better support your ability to participate in the work of the organization. Most of the personal information is used to support activities of members and their collaboration on WS-I deliverables.

Little personal information is collected from the Public Web Site, though we may follow-up on membership requests or on the feedback you provide on our work.

Credit card information is collected to facilitate registration for member meetings, or for other transactions with WS-I requiring fees to be paid. Credit card information and sensitive personal data will not be kept longer than necessary for providing the services, unless you ask us to retain your credit card information for future registrations.

Personal data given to WS-I may be transferred across state and country borders for the purposes of data processing, consolidation, storage, and simplified member information management. By providing any personal information to the WS-I Web sites, you fully understand and unambiguously consent to the transfer of such personal information to, and the collection and processing of such personal information in, the United States and other countries or territories.

Non-personal data may be aggregated for reporting about WS-I Web site usability, performance and effectiveness. It is used, for example, to improve the member experience, usability, and site content.

You are solely responsible for the information and other content you post on or through the WS-I Web sites. You understand that personal and other information (e.g., user name, e-mail address, phone number) that you post on or through the Public Web Site (e.g., chat, bulletin boards, etc.) are generally accessible to, and may be collected and used by, others and may result in unsolicited messages or other contact from others. You are encouraged to exercise caution when providing personal information.

Additional details regarding our collection of information on the Public Web Site and the Member Web Site is set forth below in Section 9 and 10, respectively.

## **5. Who We Share Your Information With**

WS-I will generally not sell, rent or lease your personal information to others, subject to Section 11 below. However, if you participate in member activities or the Member Web Site as described (below), this information may be visible to other WS-I members.

## **6. Your Choices**

Use of the WS-I Web sites is not required as a condition of membership in the organization. All the personal information that is collected by WS-I and stored in your member account profile may be removed from the WS-I databases upon request. For certain types of personal information that is collected, the mechanisms by which that information is collected, and how you may opt in or out, is described in Sections 9 and 10 below.

## **7. Access to and Accuracy of Your Information**

WS-I works to keep your personal information accurate. We will provide you with access to your personal information in your member account profile, including making reasonable effort to provide you with online access and the opportunity to change your personal information. To protect your privacy and security, we will also take reasonable steps to verify your identity, such as a user ID and password, before granting access to modify your data. Certain areas of the WS-I Web sites may limit access to specific individuals through the use of passwords or other personal identifiers. You are responsible for maintaining the strict confidentiality of your account password, and you are solely responsible for any activity under your account and password.

In most cases, personal information is collected for access to the members-only services, which are managed through the Member Web Site.

## 8. Keeping Your Information Secure

WS-I will endeavor to protect the information you provide us. However, much of the personal information is used in conjunction with member services such as collaboration and discussion. Most of that information is visible to all other WS-I members. Additionally, due to the open nature of the Internet, we cannot guarantee that any information stored on our servers, or transmitted to or from a user, will be free from unauthorized access. By using the WS-I Web sites, you acknowledge that you understand and agree to assume these risks.

Credit card numbers are used by WS-I and its vendors only for processing, collecting and administering payment and are not used by WS-I for other purposes.

## 9. Public Web Site Information Gathering

The WS-I Public Web Site is at [ws-i.org](http://ws-i.org), exclusive of any subdomains. Access to the Public Web Site is available to the public without a password or account ID. Most links to members-only sites as described (below) are password protected or otherwise require an account ID.

We make no effort to identify users of the Public Web Site. Through the Public Web Site, WS-I will not collect any personal information about you, unless you voluntarily choose to provide it to us (e.g., by registration, survey, etc.). If you do not want your personal information collected and processed, please do not provide it.

### 9.1 Privacy Disclosures; Personal Information

For each type of personal information collected by the Public Web Site, information is provided below in the following five areas:

**Description:** A description of the personal information that is collected by a particular WS-I Public Web Site resource or service.

**Collection:** The mechanisms used to collect your personal information.

**Opting-In:** Whether and how you may choose to provide, and allow WS-I to use, your personal information.

**Opting-Out:** Whether and how you may choose not to provide, or allow WS-I to use, your information.

**Information Access:** How and where your personal information may be seen and used by others.

### 9.2 Privacy Disclosures; Non-personal Information

**Description:** Non-personal information is described in section 2.2 above.

**Collection:** Non-personal information may be automatically collected by the Public Web Site infrastructure.

**Opting-in:** Your non-personal information is collected by default for all interaction with the Public Web Site.

**Opting-out:** If you do not want this information collected, please do not use the Public Web Site.

**Information Access:** This information may be made available to WS-I members, 3<sup>rd</sup> party contractors, and the public.

### 9.3 Feedback

**Description:** Feedback is sometimes requested on material that is posted on the Public Web Site.

**Collection:** You send feedback to WS-I via email. This email is collected in WS-I email archives, and may be forwarded to WS-I members or other recipients via list reflectors. Your email address, name, and any information included in the email or email attachments is collected.

**Opting-in:** Your personal information is collected when feedback is sent to WS-I.

**Opting-out:** If you do not want this information collected, do not send feedback.

**Information Access:** Feedback is available to all WS-I members.

### 9.4 Membership Requests

**Description:** To request membership in WS-I, an email message is sent to the WS-I administration team.

**Collection:** Membership requests are sent to WS-I via email. This email is collected in WS-I email archives, and may be forwarded to WS-I members or other recipients via list reflectors.

**Opting-in:** This information is collected when membership request emails are sent to the WS-I mailing list for membership requests.

**Opting-out:** If you do not want this information collected, do not send membership requests via email.

**Information Access:** Requests for membership, and the supporting documentation is available to the WS-I administrative organization and WS-I's Officers and Directors. Submitted membership material is not available to the general WS-I membership or the public.

### 9.5 Other E-Mail to WS-I Addresses

**Description:** WS-I provides a number of email addresses to facilitate communication between the organization and the public. When sending an email message to any WS-I list, the following policies apply.

**Collection:** Email sent to WS-I mailing addresses is collected in WS-I email archives, and may be forwarded to WS-I members or other recipients via list reflectors.

**Opting-in:** This information is collected when emails are sent to the WS-I mailing lists.

**Opting-out:** If you do not want this information collected, do not send email to WS-I email lists.

**Information Access:** Email archives and mailing list subscriptions are available to all WS-I members. Any WS-I member may receive your email.

## **9.6 Other Collection of Personal Information.**

To the extent that WS-I collects personal information in addition to that set forth above, WS-I shall use such information for the purposes for which it was collected and otherwise in furtherance of its organizational objectives pursuant to this Privacy Statement, and to make Section 9 consistent with Sections 2, 4, 5, 6 and 7.

## **10. Members-Only Web Site Information Gathering**

The WS-I Member Web Site is at [members.ws-i.org](http://members.ws-i.org).

When using the Member Web Site, we track personal user information in order, for example, to support collaboration, ensure authorized access, and enable communication between WS-I members.

### **10.1 Privacy Disclosures; Personal Information**

For each type of personal information collected by the Member Web Site, information is provided below in the following five areas:

**Description:** A description of the personal information that is collected by a particular WS-I Member Web Site resource or service.

**Collection:** The mechanisms used to collect your personal information.

**Opting-In:** Whether and how you may choose to provide, and allow WS-I to use, your personal information.

**Opting-Out:** Whether and how you may choose not to provide, or allow WS-I to use, your information.

**Information Access:** How and where your personal information may be seen and used by others.

### **10.2 Privacy Disclosures; Non-personal Information**

**Description:** Non-personal information is described in section 2.2 above.

**Collection:** Non-personal information may be automatically collected by the Member Web Site infrastructure.

**Opting-in:** Your non-personal information is collected by default for all interaction with the Member Web Site.

**Opting-out:** If you do not want this information collected, please do not use the Member Web Site.

**Information Access:** This information may be made available to WS-I members, 3<sup>rd</sup> party contractors, and the public.

### 10.3 Requesting a User Account

**Description:** WS-I member organizations may request an account for their representative to access to the WS-I document management system and member communications. These accounts are requested by sending an email to the WS-I administrator, who will then respond directly with a user name and password.

**Collection:** When you send an email to the WS-I administrators to request an account, the information you provide is used to verify that you are affiliated with a member company. As a part of this process, we may request additional information to assist in verification.

**Opting In:** When requesting a user account from WS-I, this information is collected.

**Opting Out:** If you do not want to share this personal information, do not request a member account for the Member Web Site.

**Information Access:** Your password is available to and may be changed only by you and WS-I administrative staff.

### 10.4 Member Web Site

**Description:** Use of the Member Web Site requires a user name and password.

**Collection:** As the Member Web Site is navigated, and changes are made to documents and other resources available on the site, all activities are tracked along with the individual user account.

**Opting In:** This information is collected automatically when the Member Web Site is used.

**Opting Out:** If you do not want this information collected, do not use the Member Web Site.

**Information Access:** When you use your account to change documents, sign up for events, subscribe to mailing lists, or otherwise interact with the Member Web Site, this information is tracked, and may be visible to other WS-I members.

### 10.5 Meeting Minutes and Attendance Reports

**Description:** Meeting minutes and attendance reports are kept for each WS-I Working Group in order to track activities and standing.

**Collection:** Each Working Group secretary documents the discussions and attendance. Attendance information is provided to the management team at Virtual, who incorporate that information into good standing reports that are issued weekly.

**Opting In:** Attendance is tracked automatically when a member attends a meeting. If they make contributions to the discussions, take action items, or otherwise participate, this will be documented in the minutes of the meeting.

**Opting Out:** If you do not wish to have attendance and/or meeting participation tracked, do not attend WS-I meetings.

**Information Access:** Meeting minutes and attendance reports are visible to all WS-I members.

## 10.6 Chat Facilities

**Description:** Chat facilities are used to help communicate during WS-I meetings. The meeting participants may augment the discussions with other online communication.

**Collection:** The chat server automatically logs participation and messages that are sent.

**Opting In:** You provide your information when you connect to a chat session.

**Opting Out:** If you do not want your personal information collected, do not participate in online chats for WS-I meetings.

**Information Access:** Messages that you send over the chat system may be logged and archived as a part of WS-I records. This information is visible to all WS-I members.

## 10.7 Source Code Management Systems

**Description:** A significant aspect of the WS-I activities is the development of tools and applications. WS-I provides a Source Code Management (SCM) system to facilitate collaborative development and change management.

**Collection:** The SCM facilities automatically associate your personal information with specific changes to files that are submitted or changed, or when you directly access the stores.

**Opting In:** You provide your information when you access the SCM system.

**Opting Out:** If you do not wish your personal information to be collected, do not access the SCM system.

**Information Access:** Access to the Source Code Management system and all the change tracking information it contains, is available to all WS-I members.

## 10.8 Event Registration

**Description:** WS-I provides online registration facilities for meetings and events. This is a mechanism for meeting chairs and coordinators to understand who will be participating, and what resources are needed to support the meeting.

**Collection:** Your name and account information is collected when you register for meetings and events using online facilities. If there is a registration fee, your billing or credit card information is collected when you provide it.

**Opting In:** Your information is collected when you register for meetings and events on the Member Web Site.

**Opting Out:** If you do not want to have this information collected, do not use WS-I's online meeting registration facilities.



**Information Access:** The list of attendees registered for a meeting or event is visible to all WS-I members. If credit card and other sensitive supporting personal information is collected as a part of event registration, access to this information is available only to WS-I, its registration staff and supporting vendors as required to complete registration.

### **10.9 WS-I Mailing Lists**

**Description:** WS-I provides mailing lists for its membership to facilitate communication and deliverables development. This is one of the primary communication mechanisms for the organization.

**Collection:** The WS-I list server collects your personal information when you subscribe to a mailing list. When you send an email to the list, your personal information is contained in it, and is stored in mail archives.

**Opting In:** Your information is collected when you subscribe to a mailing list or send a message to the list.

**Opting Out:** If you do not want your personal information collected in this way, do not use WS-I mailing lists.

**Information Access:** The list of individuals subscribed to the mailing list is available to all WS-I members. Messages sent to the list are stored in archives on the Member Web Site, and are visible to all WS-I members.

### **10.10 Other Collection of Personal Information.**

To the extent that WS-I collects personal information in addition to that set forth above, WS-I shall use such information for the purposes for which it was collected and otherwise in furtherance of its organizational objectives pursuant to this Privacy Statement. If you do not want information collected for WS-I's use in this manner, do not provide such information to WS-I.

## **11. Disclosures Required by Law**

Please be aware that in certain circumstances, it is possible that personal information may be subject to disclosure pursuant to judicial or other government subpoenas, warrants, or orders. Notwithstanding anything to the contrary in this Privacy Statement, WS-I may disclose your personal information as required by law or to protect or defend its rights or the rights of its members and other users, and may transfer, sell or assign your personal information to third parties as a result of a merger, consolidation or combination of WS-I with another entity that has a similar purpose.

## **12. Enforcement of this Statement**

If you have questions regarding this statement, you should first contact the WS-I staff at the email address provided in the "Contacting Us" section (Section 14) below. If your inquiry has not been satisfactorily addressed, you should then contact WS-I outside counsel, Jeffrey D. Neuburger of Brown Raysman at (212) 895-2320.

## **13. Changes to this Statement**

If there are updates to the terms of this Privacy Statement, we will post those changes and update the revision date of this document so you will always know what information we collect online, how we use it, and what choices you have.

#### **14. Contacting Us**

Please see our [FAQ](#) for common questions about using materials from the WS-I Web site. Questions about this notice can be directed to [secretary@ws-i.org](mailto:secretary@ws-i.org).

Before WS-I is able to provide you with any information or correct any inaccuracies, we may ask you to verify your identity and to provide other details to help us respond to your request. We will endeavor to respond within an appropriate timeframe.