



Title	ISP-5034: ISP® Certification Program Privacy Policy
Version	1.4
Owner	ISP® Committee

Industrial Security Professional Certification Program *Privacy Policy*

*NCMS, Inc.
The Society of Industrial Security Professionals*

Approved By:	ISP® Committee
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I. GENERAL

As a policy, NCMS respects the privacy of its member and non-member ISP® Certification Program participants, candidates and those achieving ISP® certification, and the information and data they provide to NCMS in connection with registration for, administration of, and participation in the program.

II. NOTICE

NCMS does NOT retain for its records nor does it share information/data of program participants, candidates, or those achieving certification under the ISP® Certification Program with any third party, except for the following limited purposes: 1) providing name, address and ISP® Certification numbers to the NCMS retained vendor to print the ISP® Certificates for those persons who have achieved ISP® Certification, and 2)¹ providing name, contact information, and eligibility information (to include exam form, eligibility dates and special conditions/accommodations) to the NCMS vendor retained to administer the exams. NCMS undertakes commercially reasonable measures to ensure that the vendors referenced above acknowledge and agree that such information shall not be shared with any other party and that the information/data is secure, and all information or data provided is protected from loss, misuse, unauthorized access, disclosure, or alteration.

In the event that NCMS becomes legally compelled (or if requested by an applicable regulatory body) to release any information of an individual that was obtained through participation of the ISP® certification program, NCMS will provide the individual with prompt written notice, unless providing such notice would violate applicable law or regulation, so that the individual may seek a protective order or other appropriate remedy if desired. In the event that such a protective order or other remedy is not obtained, NCMS will furnish only that portion of the information which is legally required (in the opinion of its legal counsel).²

In support of the ISP® Certification Program, NCMS requests that participating individuals provide the following information and data:

Name, company affiliation, address, contact information, current resume, letter of recommendation from supervisor, signed CCOI and, in the case of recertification, relevant training, education and membership information.³

The above identified program participant information and data is required to ensure NCMS's efficient and effective administration of the ISP® Certification Program and is used only for purposes directly related to the successful and professional operation of the Program and issuance of ISP® Certificates and digital badging.

You may inquire about information obtained by NCMS under the ISP® Certification Program or request that NCMS refrain from disclosing the information/data it collects from you to any third parties by contacting NCMS at kyle@mmco1.com or 610-971-4850 at any time to express your preferences.

¹ Removed reference to digital badging since program not currently in place; 04/22

² Paragraph added from the ISP® P&P to further define the privacy policy; 03/23

³ Updated 6/19 to remove proctor reference. Updated 1/20 to remove elective categories and include recertification data.

For the purposes of the Data Protection Act(s) 1984 and 1998 (as applicable), NCMS and its agents must store, host and otherwise process the information (including personal data) supplied by you when registering for the ISP® Certification Program.

NCMS does not disclose credit card account information provided by its members or non-members who participate in the ISP® Certification Program. When member or non-member participants choose to pay using their credit cards, NCMS utilizes a secure portal to obtain payment to the appropriate clearinghouse.

III. REMEDIES

If you suspect that NCMS has handled your personal information or data in a manner that does not comply with this privacy statement, please contact NCMS at kyle@mmco1.com via email or by calling 610-971-4850.