

IAUP Global Privacy Policy

IAUP (“IAUP”, “we”, “our”, “or”, “us”) respects your privacy and is committed to complying with this Privacy Policy, which describes how IAUP, as a NGO, collects and uses the personal data you provide to us. This Privacy Policy describes what personal data we collect about you, how we collect it, how we use it, with whom we may share it, and what choices you have regarding our use of your personal data. We also describe the measures we take to protect the security of your personal data and how to contact us.

We encourage you to read this Privacy Policy carefully and in its entirety as it relates to your rights regarding the processing of your personal data. As a user of our services, you understand and agree that we collect, use, and disclose your personal data in accordance with this Privacy Policy.

Our privacy practices vary as they must amongst countries in which we operate to reflect local legal requirements. IAUP materially complies with applicable laws in the jurisdictions in which it operates, including the Regulation (EU) 2016/679 General Data Protection Regulation (GDPR) by May 25, 2018 in its handling of personal data of persons in the European Economic Area. It is in our legitimate business interests to provide you with the services which use the personal data provided to us for the purposes described herein. Your agreement to the terms of this Privacy Policy is not intended to and does not constitute a “consent” to such terms for purposes of the GDPR.

What personal data does IAUP collect?

In the course of providing its services and administrates your membership, IAUP collects, uses, and discloses personal data. Personal data is any information that can be used to identify you or that we can link to you, such as:

- Names and contact information (work and home/mobile phone, fax, email, address);
- Payment data (corporate/personal credit cards) and bank information; and
- IP addresses and browsing information

How does IAUP collect personal data?

IAUP collects personal data:

- Directly from you when you apply for membership and events
- From other sources e.g the homepage of your institution and
- This includes personal data we collect automatically through our websites and applications, for instance by using cookies and similar technologies.

How does IAUP use personal data?

IAUP collects and uses your personal data for specified, explicit, and legitimate purposes as described in this Privacy Policy and does not process your personal data further in a manner that is incompatible with those purposes.

IAUP uses personal data to:

- Provide its Services and fulfill its obligations to your HEI, provide reporting, provide notices about your account and the services, inform you of updates to our websites and applications and other changes to our services.
- Communicate with you, for instance by email, post, and phone or via IAUP’s websites or applications and to provide you with information about our activities
- Fulfill a request made by you or your company (e.g. reporting, questions, or other requests about your personal data)

- Send you newsletters, marketing emails, and other information or materials that may interest you, about our activities and the activities of our member and partner organisations (e.g.: congresses, teaching and research activities)
- Generate pseudonymized or aggregated profiles and use such data for reporting and analytic purposes for the board of IAUP, the advisory council, the executive committee, or the accountant of IAUP
- Carry out our obligations and enforce your, our, or other's rights as we believe reasonably necessary (e.g. billing and collection, fraud prevention, comply with legal obligations, and respond to legal proceedings or requests from legal authorities and law enforcement or other third parties)

Who does IAUP disclose personal data to and why?

Personal data collected is shared with or disclosed to:

- IAUP and its members
- Third party service providers to support business (e.g. transportation, catering providers to manage meetings)
- Third party providers like meeting software providers, visa and passport providers; credit card companies and payment collection and processing companies, that are regularly contracted by the host university
- Other third parties as we believe is reasonably necessary in accordance with applicable laws, including laws outside your country of residence to:
 - satisfy laws, regulations, or governmental or legal requests and processes
 - identify, contact, or bring legal action against someone who may be violating our terms of use or policies or otherwise enforce our terms and policies
 - operate the Services properly; or
 - protect IAUP and those it serves, including pursuing available remedies or to limit damages that may be sustained (e.g. exchanging information with other companies and organizations for the purposes of fraud protection and risk reduction).

Member universities may also be used by IAUP for the purpose of creating reports and related statistics for benchmarking or other related purposes in the context of regular meetings of IAUP

Does IAUP disclose personal data across borders?

When sharing with or disclosing personal data within the IAUP organisation, your personal data may be transferred to countries with data protection laws providing a lower standard of protection for your personal data than your country.

We will transfer your personal data in compliance with applicable data protection laws, including having adequate mechanisms in place to protect your personal data when it is transferred internationally. If you have questions or wish to obtain more information about the international transfer of your personal data or the implemented safeguards, please contact us as provided in this Privacy Policy.

How does IAUP store and protect personal data?

Typically, IAUP stores personal data on its servers managed internally and with third party storage providers.

IAUP uses appropriate technical and organizational security measures to protect the personal data IAUP holds on its network and systems from unauthorized access, disclosure, destruction, and alteration. We conduct periodic reviews of our data collection, storage, processing, and security measures to verify we are only collecting, storing, and processing personal data that is required for our Services and to fulfill our contractual obligations. While we make every effort to protect the integrity and security of our network and systems, we cannot guarantee, ensure, or warrant that our security measures will prevent illegal or unauthorized activity related to your personal data. When using our Services, you should be aware that no data transmission over the Internet can be guaranteed as totally secure. Although we strive to protect your personal data, we do not warrant the security of

any data and information that you transmit to us over the Internet and you do so at your own risk.

In order to protect your personal data, we kindly ask you to not send us credit card information or other similar personal data to us via email. Please note, we will never ask you to disclose personal details in form of your credit card information, passwords etc. in an unsolicited phone call or email.

How long does IAUP keep my personal data?

IAUP retains personal data for the period of your membership, unless a longer retention period is required or permitted by applicable law. When determining how long to retain personal data, we take into account the necessity of the personal data for the provision of our services, applicable laws and regulations, including data protection laws, and our legal obligations. We may retain records to investigate or defend against potential legal claims. When retention of the personal data is no longer necessary, the data will be deleted or aggregated for analytic purposes.

What about IAUP applications?

IAUP applications are offered in the context of managing a congress or a regular meeting (e.g. semi annual meetings, triennials). Regularly those applications are run by the hosting university to administrate and organize the meeting, and data are collected just for that purpose. They are available (mobile and web based) for download from various application marketplaces or the website of the hosting university.

What about links to third party websites and services?

Our homepage may contain links to third party websites (regularly HEI-partner institutions). Some of these websites may allow you to purchase products and services, register to receive materials, or receive new product and service updates. In many cases, you may be asked to provide contact information such as your name, address, email address, phone number, and credit/debit card information. If you use these third party websites and/or provide your personal data and information, the privacy policy and terms of service on those websites are applicable. We encourage you to carefully read such policies on third party websites before submitting your personal data. IAUP is not responsible for and expressly disclaims any and all liability related to the actions of such third party websites, their privacy policies, or the terms and content of such websites.

How does IAUP handle “do not track” requests and use “Cookies” and other similar technologies?

We do not currently commit to responding to browsers “do not track” signals with respect to IAUP websites and applications. We process your personal data through our websites and applications in accordance with this Privacy Policy, irrespective of your tracking settings.

We may automatically collect information using “cookies”. You may choose to refuse cookies in your browser, however, that may limit your ability to receive some or all of our Services, and/or some features may not be available to you or may not function properly as a result.

Does IAUP collect personal data of children?

IAUP does not knowingly collect personal data from children.

What are my rights with respect to my personal data?

You may choose what personal data (if any) you wish to provide to us. However, if you choose not to provide certain details, a membership status to our organisation might not be possible. To the extent required by applicable law, you have the right to access your personal data and confirm the processing of your personal data. Also, where applicable, you have the right to rectify inaccuracies or errors, erase, restrict the processing, object to processing, and withdraw consent to processing of your personal data, and where applicable, the right to data portability of your personal data. IAUP will handle such requests in the time specified by applicable law

and where permitted by applicable law, may charge a reasonable administrative fee to cover the costs of responding to any such request.

In some jurisdictions, in addition to you agreeing to this Privacy Policy, data privacy or protection laws may require us to obtain a separate express consent for processing of your personal data. Your consent may also be implied in some circumstances, as permitted by applicable law, such as when communications are required to fulfill your requests.

How can I exercise my rights or make complaints?

If you have any questions about this Privacy Policy or wish to exercise any of your rights as described in this Privacy Policy, please contact us as follows.

IAUP

Attn: International Association of University Presidents

Address: 809 United Nations Plaza

City/State/Zip: New York, NY10017-3580

Email: office@IAUP.org

IAUP will respond to your requests to the email address or address that you have registered with us or we otherwise have on file for you or any other suitable method. Depending on your request, we may review the request with you and/or your organisation to assist in resolving and responding to the request.

We are committed to working with you to obtain a fair resolution of any complaint or concern you may have about our use of your personal data. If, however, you believe that we have not been able to assist with your complaint or concern, you may have the right to make a complaint to the data protection authority in your country (if one exists in your country).

How are changes to this Privacy Policy handled?

IAUP reserves the right to revise, amend, or modify this Privacy Policy at any time and in any manner. When we post changes to this Privacy Policy, we will update the "last updated" date and we encourage you to regularly check this Privacy Policy for changes.

Last Updated: 1 May 2018