

International Orthodox Theological Association (IOTA) Data Privacy Policy

Approved 10/9/18

About this document

This privacy policy explains how the International Orthodox Theological Association (IOTA) collects, uses and shares personal data, and a person's rights in relation to the personal data we hold. The nonprofit governing board of IOTA will, from time to time, review and update the privacy policy as it determines necessary.

Data controller

The nonprofit governing board of International Orthodox Theological Association, will, from time to time, designate a Data Controller. This person may be a board member, a volunteer, or a person hired to fulfill this position.

How we collect your information

IOTA may collect your personal data in a number of ways, for example:

- From the information you provide to us when you interact with us before applying for membership or register for a conference, for example when you express an interest in becoming a member by sending an inquiry;
- From your application form when you apply for membership;
- From your conference registration form;
- From the information you provide on your IOTA profile in the members' database;
- From information you provide as part of IOTA conference participation;
- When you communicate with us by telephone, email, text, or via our website for any reason;
- In various other ways as you interact with us during your time as a member or correspondent of IOTA

The types of information we collect

We may collect the following types of personal data about you:

- Your name, and contact information such as address, email address and telephone number, as well as your date of birth, your passport number or national identity card details, visa number, country of domicile and your nationality;
- Information relating to your education and employment history and details about your research interests;

We may also request sensitive personal data and information including:

- Information concerning your health and medical conditions (e.g. relating to dietary requirements or reasonable adjustments required for attendance at an IOTA conference);
- Information about your religious affiliation.

How we use information about our members

The purposes for which we may use personal data (including sensitive personal data) we collect during a member's association with us may include:

- Maintaining membership records;
- Administering study groups;

- Writing, editing, and distributing the IOTA newsletters and other publications;
- Organizing IOTA conferences;
- Administering finance (e.g. payment of membership fees, conference fees, distribution of grants, payment of conference expenses, etc.);
- Responding to feedback, complaints and enquiries.

The basis for processing your information and how we use it

We may process your personal data because you have given us your consent to do so in relation to your membership of IOTA. In this respect, we use your personal data for the following:

- To interact with you before you are accepted as a member as part of the application process (e.g. to answer inquiries about membership);
- Once you have been accepted, to provide you with the services we provide to members including sending the members' newsletter;
- To deal with any concerns or feedback you may have;
- For any other purpose for which you provide us with your personal data.

We may also process your personal data because it is necessary for the performance of our tasks carried out in the public interest (i.e. due to our charitable status), because it is necessary for our or a third party's legitimate interests or for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- To monitor and evaluate the performance and effectiveness of IOTA (e.g. statistical analysis of membership numbers);
- To maintain and improve the management of IOTA by the Secretary, Treasurer and Board;
- To promote equality and diversity within IOTA;
- To seek advice on our rights and obligations, such as where we require legal advice;
- To meet our compliance and regulatory obligations;
- In order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

We may also process your personal data where:

- It is necessary for medical purposes (e.g. in a medical emergency arising at an IOTA conference);
- It is necessary to protect your or another person's vital interests; or
- We have your specific or, where necessary, explicit consent to do so.

Sharing information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain trusted third parties including:

- Our Board members, where there is a legitimate reason for their receiving the information;
- The local area conference planners in relation to the organization of an IOTA conference;
- Trusted third-party data processors (e.g., Google, for maintaining contact database)
- Service providers in relation to payment of membership and conference fees (e.g., PayPal, WorldPay)
- Crime prevention or detection agencies (e.g., the police);
- Next-of-kin (where there is a legitimate reason for disclosure).

We will only transfer your personal data to trusted third-parties who provide sufficient guarantees in respect of the technical and organizational security measures governing the processing to be carried out and who can demonstrate a commitment to compliance with those measures.

Non-Personal Data

We collect information that is sent to us automatically by your web browser and we may use this information to generate aggregate statistics about visitors to our website, including, without limitation:

- IP addresses
- Browser type and plug-in details
- Device type (e.g., desktop, laptop, tablet, phone, etc.) • Operating system
- Local time zone

We may use non-personal data for various business purposes such as improving our website. Please check your web browser if you want to learn what information your browser sends or how to change your settings.

Cookies

Like many websites, ours uses cookies to distinguish you from other users of the Site. This helps us to analyse the use of the site to customize and improve the content and the layout of the site. When you first access the site, you will receive a message advising you that cookies are in use. By continuing to browse the site, you agree to our use of cookies as described in this Privacy Notice. You do not have to accept our cookies and can block them by activating the setting on your browser that allows you to refuse all or some cookies. You may also delete them after they have been placed on your hard drive. If you do not accept or delete our cookies, some areas of the Site that you access may take more time to work, or may not function properly. For more information about cookies, visit: <http://www.allaboutcookies.org>.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer, if you agree. Cookies contain information that is transferred to your computer's hard drive.

International data transfers

We are headquartered in the United States. Your Personal Data may be accessed by us or transferred to us in the United States or to our trusted third-party data processors, who are located worldwide. If you are visiting our site from outside the United States, be aware that your information may be transferred to, stored, and processed in the United States where our servers are located. Data given for the purposes of registration for an IOTA conference may be stored outside the European Economic Area (EEA). When data is sent by email IOTA cannot control the route by which it travels, which may be outside the EEA.

Changes to your personal data

Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details. You can do this by emailing us with any corrections or updates.

How long your information is kept

We will retain your personal data for a period of eight years after your last payment of membership fees. However, some information may be retained indefinitely by us for statistical analysis, but this data is anonymised. We will also retain your email address and continue to send you the IOTA newsletter. However, you can unsubscribe from this by clicking the link in the newsletter or emailing iotadata@iota-web.org at any time.

Your rights

Under the General Data Protection Regulation you have the following rights:

- To obtain access to, and copies of, the personal data that we hold about you;
- To require us not to send you marketing communications;
- To require us to correct the personal data we hold about you if it is incorrect;
- To require us to erase your personal data;
- To require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- To receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact our Data Controller using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our membership services to you and/or it may affect the provision of those services.

Contact us

If you have any queries about this privacy notice, how we process your personal data or to request access to the personal data that we hold about you, you can contact our Data Controller by: iotadata@iota-web.org.

Email

iotadata@iota-web.org

Post

Data Controller Officer, International Orthodox Theological Association, C/o 230 E Ontario St #703 / Chicago IL 60611 / USA. If you are not satisfied with how we are processing your personal data, you can make a complaint to the IOTA Controller.