

ISCEV Data Protection and Privacy Policy

Key Details

Policy prepared by: Michael Bach on behalf of ISCEV

Approved by executive board on: 2018-05-21

Next review date: (biennial)

Primary data controller/ protection officer on behalf of ISCEV:

Director of International Communications, currently:
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Introduction

This policy describes how personal data from members and contacts from ISCEV will be collected, handled and stored to meet the General Data Protection Regulation (2018) standards. This policy applies to all current and new members or contacts of ISCEV and ensures that we protect the right to hold your information with your consent, for the specified purposes within this policy. More importantly, this policy ensures that your information is safeguarded throughout its use.

When this policy becomes operational, all ISCEV contacts will be emailed. It is your responsibility to specify your privacy controls, which will default to receiving no contact from us. New members will be required to consent at the start of their membership to whether they accept the terms of this policy.

In this policy, the use of “we”, “us” and “our” refers to ISCEV as the data controller.

Details

1. What personal data do we possess?

1.1. Data collected from us is purely for membership and contact purposes related to the professional activities of ISCEV. To be a member of ISCEV we require you to consent to us storing and processing your data.

1.2. As a member, you are obliged to provide us a minimum of a first name, surname, email address, telephone number, dues payment status name of your hospital/organisation (if applicable) and postal address so that we can contact you

regarding your membership and facilitate mailing the journal. A failure to provide this information will prevent you from being a member or contact at ISCEV.

- 1.3. Of course we accept your right to refuse consent to receive ISCEV information outside of that directly related to your membership. Therefore you reserve the right to 'opt-out' of membership emails outside of those pertaining directly to your membership. This can be done by contacting the Director of International Communications (see top) or by logging in and changing these details yourself.
- 1.4. Additional information is stored, such as or job title/role and previous activity within the society (e.g. Board membership), which allows us to audit and assess the participating roles which form the ISCEV membership. These pieces of information are optional and you are at no obligation to provide us with this information. Other information such as your work location or previous meeting attendance is collected so that ISCEV can track membership patterns and audit membership levels, which are considered essential data points for membership at ISCEV.

2. Where is my data stored?

- 2.1. ISCEV operates through a membership software hosted by WildApricot Incorporated.
- 2.2. ISCEV bye-laws article 1.2 detail that the official seat of the society shall be Bonn (Germany). However, as ISCEV is made up of number of voluntary health professionals who contribute from various sites across the world, data will not be stored at the location of the official seat. The data will be stored electronically by the data controller (specified above) on encrypted machines, or stored within the WildApricot database which is described in section 2.3.
- 2.3. WildApricot software ensures the security and privacy of your data through the following processes:
 - 2.3.1. Traffic encryption (https) capability
 - 2.3.2. Data remains the property of ISCEV, WildApricot are only the host for data sets
 - 2.3.3. Data stored within the WildApricot host site are not sold or shared with any third parties (exception 4.5 with respect to mailing the journal)

2.4. Further information regarding WildApricot data security can be found here:

<https://www.wildapricot.com/security-policy-overview>

2.5. The Secretary General, Treasurer and/or data controller has responsibility for membership approvals and management, for this reason periodic back-ups and local storage on protected servers are performed. This information is not analysed or disseminated in any way.

2.6. Payment transactions are currently transacted either via PayPal, or via Konus GmbH and temporarily stored there.

3. How do we collect data?

3.1. When ISCEV Membership begins, ISCEV collects all relevant membership data which is required to maintain your membership. The details of the membership information are seen in Section 1.2.

3.2. Should the requirements of National data law or regulation change, we may be required to collect additional information or remove information from your membership profile. When this is anticipated, you will be emailed to gain notice of any data changes beforehand.

4. How do we process or use data?

4.1. ISCEV is a voluntary professional body representing individuals or companies who have an interest in the electrophysiology of vision. ISCEV has no commercial gain or use of your interests outside of that stated in other sections, to contact you about membership or workforce planning.

4.2. Data processing may be performed for reports from the treasurer for other ISCEV board or members to see the number of members currently active including any membership trends. All data in this format will be pseudonymized.

4.3. Processing will only be based on legitimate interests of ISCEV. You reserve the right to object to processing of your personal data. This can be requested by emailing the Director of International Communications (see top).

4.4. Automatic decision making is not used, in line with GDPR regulations (2018). Members must choose to opt-in to be emailed generic ISCEV news or communications.

4.5. Your data is not forwarded to any third party, with one exception: Your postal address is forwarded to the publisher Springer-Nature to enable them to send you our

journal “Documenta Ophthalmologica”. You can opt-out from this by emailing the Director of International Communications (see top).

5. Who can access your data?

- 5.1. You reserve the right to access and delete your own data.
- 5.2. Your personally identifiable information (i.e. first name, surname, email, telephone, organization, see 1.2) is accessible by the data controller to manage ISCEV membership.
- 5.3. If membership lapses, data will be stored but categorized into a ‘contact’ rather than member. This information is not processed but contacts may still be communicated with regarding upcoming events or membership status. Contacts can opt-out by having their data removed electronically, by emailing the Director of International Communications (see top).

6. Your right to withdraw consent

- 6.1. You reserve the right at any time to withdraw your consent.
- 6.2. You reserve the right to have your data confirmed and access this yourself.
- 6.3. Should you feel that ISCEV have not dealt with your concerns effectively, please contact the data controller/protection officer stated in the key details section. If this does not satisfy your complaint you reserve the right to complain to a supervisory authority.

7. Right to remove your data from the database

- 7.1. Data removal includes deletion of any personally identifiable information from your contact or membership profile within the WildApricot membership software. This is a permanent electronic deletion and all data will be lost, without possibility of recovery.
- 7.2. Any contacts that have not had membership over the past five years will have their data electronically removed by the data controller. Contacts will be notified by email prior to any data removal.
- 7.3. Any contacts or members who request their data be removed from the database can do so by emailing the Director of International Communications (see top). It should be noted that unless the contact/member is satisfied with maintaining their basic membership information as detailed in 1.2, we cannot maintain membership without this information and membership will be terminated. We are not able to offer any refunds on membership fees.

8. Your role in your data protection

- 8.1 When creating a password, always use a strong password which contains upper and lower cases, a number and a symbol. Do not write down your password or share this with any other individuals.
- 8.2 If storing your data on electronic media or printed paper, ensure these are locked away securely or supervised during use. Paper data should be shredded when no longer required.
- 8.3 When logged into your membership account for ISCEV, ensure that you do not leave your account open and unattended as other individuals may be able to see or edit your personal information.
- 8.4 You must ensure that any data stored in your membership profile for ISCEV is accurate and maintained, as inaccurate data may lead to communication difficulties.

End of Document. Version 2018-05-20.