
ICAISA Privacy Notice

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Version: 001

Introduction

At International Council Advancing Independent School Accreditation (“ICAISA”, “we”, “our”, “us”), we respect your online privacy. This includes respecting your privacy and protecting your personal data. This privacy notice describes how we collect, use and share personal information (or “process”) information about you. It also tells you how to contact us, as well as outlining what rights you have with regard to your personal data.

Who are we?

ICAISA, formerly the NAIS Commission on Accreditation, was established in July 2018 to provide quality assurance and accountability for the accreditation programs of its independent school member associations. We are Massachusetts (USA) based Section 501(c)(3) non-profit entity and our registration number is 065838 (Massachusetts Attorney General Number).

What is the purpose of this website Privacy Notice?

The purpose of this Privacy Notice (“Privacy Notice”) is to provide detailed information about how we process personal data.

Our privacy notice should be read in conjunction with our other policies and terms and conditions which make reference to personal data, including our Data Protection Notice.

If our information practices change, we will post these changes on this page. We encourage you to visit this page periodically to learn of any updates.

What is personal data?

When we use the term “personal data,” we are referring to any information which identifies you or can be used to identify you when used in conjunction with other information.

When we use the term “you” or “data subject,” describes the person about whom the personal data is about.

What personal data do we collect about you?

We process various types of personal data about visitors to our website, attendees/presenters at our various events and conferences, the ICAISA representatives from our recognized accrediting association members, and former ICAISA representatives from our recognized accrediting association members.

We process a variety of data on individuals to provide you with services and information. You may voluntarily provide personal information about yourself and others to us or to service providers acting on our behalf when we provide our services. Examples of our data collection include the following:

ICAISA Representatives from our Recognized Accrediting Association Members

- name, addresses, telephone numbers, e-mail addresses, recognized association, and other contact details;
- Photographs;
- We also administer a variety of surveys that collect a wide range of data from ICAISA Representatives. Some surveys collect personally identifiable information while others only collect demographic data. Each ICAISA survey includes a statement indicating how data will be processed and shared.

Members/Staff from our Recognized Accrediting Association Members

- name, addresses, telephone numbers, e-mail addresses, recognized association, and other contact details;

Former ICAISA Representatives

- name, e-mail address, and telephone numbers.

Meeting/Conference Presenters/Attendees (and their partners, if applicable)

- name, title, association (if applicable), email, cell phone, dietary requirements, meeting accommodations requirements, emergency contact name and cell phone number
- If the attendee is bringing a guest to a meeting/conference, then we collect the following information about that guest: guest name, guest dietary requirements, emergency contact name and cell phone number.

Accreditation Evaluators

- We collect information to review and assess your qualifications to participate in our ICAISA review process as an evaluator for associations. We may collect information related to areas of expertise, previous accreditation experience, employment history, education history and professional development courses.

Website Visitors

- IP addresses, location data, and website statistics and analytics;
- We use cookies to learn more about the way you interact with our content and to help us to improve your experience when visiting our website. Cookies remember the type of browser you use and which additional browser software you have installed. They also remember your preferences, such as language and region, which become your default

settings when you revisit the website. Some of the cookies we use are session cookies which last only until you close your browser; others are persistent cookies which are stored on your computer.

- We will not use cookies to collect personally identifiable information about you. However, you can choose to reject or block the cookies set by ICAISA or the websites of any of our third-party suppliers by changing your browser settings. Note that most browsers automatically accept cookies, so if you do not wish cookies to be used, you may need to actively delete or block the cookies.
- Some of the functions within our website link to third-party companies, for example, when you visit a page with videos embedded from or links to YouTube. Your interactions with third-party companies and your use of their features are governed by the privacy policies of the companies that provide those features. We encourage you to read the privacy policies of these companies.

How do we obtain your information?

We collect the personal data we process directly from the data subject concerned (or, in the case of a partner of a conference attendee, from the conference attendee). In some cases, we collect data from publicly available resources.

Generally speaking, we collect data about you when:

- You have been designated as an ICAISA representative from a recognized accrediting association member.
- you have registered to attend (or present at) one of our events;
- you visit our website;
- you sign up to receive emails;
- you have expressed an interest in working for us;
- you have expressed an interest in becoming an ICAISA sponsor; or
- you are employed by an organisation with whom we have a business relationship.

How do we use your personal data?

We will follow the terms of this Privacy Notice and our Data Protection Policy. Your personally identifiable information will not be disclosed without your permission unless we are legally entitled or required to do so. We do not sell information to third parties.

Whenever we use (or “process”) any personal data we do so in accordance with applicable laws and regulations. Personal data held by us is processed by appropriate members of our staff solely for the purpose(s) for which the data was provided. We take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to systems containing personal information.

We work with several third-parties to deliver services to member associations. These third parties' services include, but are not limited to, survey management, document management, and bookkeeping. For each data processor, we carefully review and monitor the vendor's privacy policy and data security measures to ensure they uphold our high standards. These data processors will not use your personal information for any purpose other than what we have agreed with them. Data may be processed (including stored) outside of your country. For a full list of our processors/service providers, please contact us at bonnie@icaisa.org.

We may also be required to share your personal data with other organisations for legal purposes, or where we have your consent to do so.

Purposes for which we process personal data

We process personal data to support our operations in support of our member accrediting associations and for any lawful purpose. In particular, we use the data for:

- Facilitating regular communication between ICAISA and ICAISA representatives and/or member accrediting associations, as well as past ICAISA representatives;
- Planning for and executing meetings and conferences;
- Providing updates and newsletters to our email subscribers;
- Surveying individuals from member accrediting associations on pertinent topics of interest.

We may process your personal data for any lawful purpose. These purposes include, but are not limited to, the following:

- performing a contract;
- complying with our legal obligations;
- advancing a third party's legitimate interests in order to to assist us in providing high quality services to our accredited association members
- pursuing legal claims as necessary;
- pursuing general business purposes, such as archiving, research or statistical functions;
- as otherwise disclosed at the time of collection or use.

Consent

Under data protection laws, the rights belong to the individual to whom the data relates (i.e. the data subject). In general, we will assume that consent is not required (and that other lawful bases are more appropriate, as described above).

What rights do you have over your personal data?

You have certain rights to your personal data processed by ICAISA. Subject to various exceptions or exemptions, these are the right to:

- obtain access to, and copies of, the personal data that we hold about you ;
- correct the personal data we hold about you if it is incorrect;
- require us to erase your personal data in certain circumstances;
- require us to restrict our data processing activities in certain circumstances;
- receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you;
- object, on grounds relating to your particular situation, to any of our particular processing activities which has a disproportionate impact on your rights (including a right to object to receiving fundraising or communications, and to object to our profiling you for the purposes of fundraising or keeping in touch);
- 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.

We will respond to any such written requests as soon as is reasonably practicable and in any event within statutory time limits.

How do we retain and store your personal data?

All personal data is securely stored in accordance with legal requirements. We retain personal data only for legitimate purposes, relying on one or more of the lawful bases as set out above. Our policy is to keep data for as long as necessary to fulfill the originally intended purpose, or as required by law.

If you have any questions about this privacy policy or our practices or want to withdraw consent to use your personal information, please contact us at bonnie@icaisa.org.

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