

## **Board Policy 15 Privacy Policy**

### **Philosophy statement**

ALGA recognizes that our members are the owners of their personal information. We respect each member's ability to control how their information is collected and used. Provision of personal information is voluntary and at no time will ALGA require members to provide this information to participate in ALGA.

### **What member information ALGA collects**

As part of normal operations, ALGA may collect various types of information about members including:

- General member data and contact information - professional information such as audit shop or employer, title, email, address, phone
- Demographic - personal information such as age, gender identification, race/ethnicity, and disability status
- Media - pictures, videos, or audio recordings
- Participation - committee involvement, conference and webinar attendance, and other attendance information
- Survey response - feedback provided on ALGA's services and member interests
- Financial - transactional information such as payment of conference fees, ALGA merchandise

### **Why ALGA collects member information**

ALGA collects data in good faith to provide services that are delivered effectively, equitably, and efficiently for our members in accordance with the ALGA Strategic Plan.

### **How ALGA uses the member information it collects**

ALGA uses member information internally to assess and identify areas for enhancing programs and services. Member information is not shared with individuals or entities outside ALGA and ALGA Member Services, with specific exceptions below:

- All members have access to general member data and contact information through the member directory on the ALGA website.
- ALGA committee members, Board Members, members designated by the Board for particular bodies of work, and employees of ALGA Member Services may access member information to provide, improve, and report on ALGA programs and services.
- Member information and analysis of member data will be limited to activities approved by Board Members, using only the categories of member information necessary for the analysis. Data will be anonymized and aggregated to the extent possible. Activities shall be approved through Board communication (e.g., an email between a Committee Chair and their Board liaison). Individual ALGA members or others who have access to member information shall comply with these expectations and requirements.

- Board Members and Committee Chairs are responsible for ensuring appropriate use of member information. Potential breaches or violations of this policy shall be reported to the ALGA Board.
- Member information used for public reporting purposes (e.g., ALGA Annual Report) is aggregated and/or anonymized unless material to the report (e.g., Knighton Award winners, individual photo captions, etc.); ALGA will inform and/or seek permission when individuals are personally identified in ALGA materials.
- ALGA retains information regarding payment for memberships and services, but conducts credit card transactions via a third party vendor – ALGA does not retain credit card information from individual members or member organizations.
- Event sponsors are provided general member data and contact information for event attendees.

#### **How ALGA collects member information**

Member information is primarily collected through individual submissions and by employers on behalf of their employees. Unique types of member information may be collected through passive means (e.g., photos at ALGA events.)

- Member information will be updated in the normal course of ALGA work (e.g., members updating contact information during event registration).

#### **How ALGA manages the member information it collects**

Collective member information in digital formats is maintained by ALGA Member Services on password-protected servers; individual Committees and the ALGA Board using member information will ensure that information is securely stored with limited access.

#### **What ALGA does not do with member information**

ALGA does not and will not sell or give member information to third parties for marketing purposes, as noted above. ALGA does share member data and contact information of event attendees with event sponsors.

All member information is used in accordance with ALGA's Non-Discrimination Policy.

#### **How members can access or correct their member information**

To the extent possible, ALGA will allow individual members to manage their personal information. Individual member data and contact information retained by ALGA Member Services shall be available to view, correct, and update through the ALGA website. Members can also contact ALGA Member Services directly to modify or decline to provide member data and contact information, or other personally identifiable member information.

#### **Contact Us**

For questions about this policy please contact ALGA Member Services at (859) 276-1147.