



ICA Data Privacy Principles and Policy

Adopted: 20 June 2024

PRIVACY PRINCIPLES

The International Communication Association (“ICA” “we,” “us,” or “our”) believes that its members benefit from the responsible use of personal data. We use such data to deliver services to our members, but also recognize that proper handling of personal data is very important. The following Privacy Principles inform and guide the way ICA collects, secures, uses, and discloses personal information, and entrusts third-party vendors with members’ services.

Personal data of our members shall be treated according to the following principles:

1. **Lawfulness:** Processed in accordance with all applicable laws [alternative: US law; or: list applicable laws like GDPR, PIPL, etc.];
2. **Fairness and Transparency:** Processed fairly and in a transparent manner in relation to the data subject;
3. **Consent/Control:** Collected, processed, stored and removed in accordance with the data subject’s consent;
4. **Purpose Limitation:** Collected for specified, explicit and legitimate purposes and not further processed in a manner that disregards the context of data collection;
5. **Data Minimisation:** Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
6. **Access:** Accessible in a readable format to the data subject;
7. **Accuracy:** Accurate and correctable by the data subject and, where necessary, kept up to date;
8. **Storage Limitation:** Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
9. **Integrity and Confidentiality:** Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures;
10. **Accountability:** Processed only by entities which are identifiable and contactable by the data subject. ICA views compliance with emerging privacy laws as building on our commitment to responsible data privacy and security practices. We routinely evaluate, and where necessary enhance, our practices to ensure that we treat personal data in line with applicable privacy laws and with the consideration our community expects of us.

PRIVACY POLICY

The International Communication Association (“ICA” “we,” “us,” or “our”) respects your privacy and we are committed to protecting it through our compliance with this Privacy Policy (the “Privacy Policy” or “Policy”). The ICA has committed itself to a set of Privacy Principles above.. These Principles inform and guide the following Privacy Policy.

This Policy describes the types of information we may collect from you or that you may provide when you (a) visit and/or access our website, (b) access our member services, (c) use our discussion boards, (d) participate in the annual conference, other conferences, and symposia hosted by the ICA,

and/or (e) submit paper for publication in affiliate journals.

This Policy also describes our practices for collecting, using, maintaining, protecting, and disclosing that information. We do not sell your data to any third parties. Our Website contains links to other third-party websites over which we have no control. We are not responsible for the privacy policies or practices of other websites that you visit through a link on our Website. This Policy, in addition to ICA's Privacy Principles, informs the ICA's choice of third-party vendors.

From time to time, we reserve the right to modify or amend the terms of our Policy. You will be notified of such changes by notifications on our Website, or by any other reasonable means as required by applicable law. You should check this Policy for any changes. Your continued use of our Website following the posting of changes to this Policy will mean that you accept those changes.

1. How do we collect your data?

a. Information you provide

We collect personal information that you voluntarily provide to us when you register for membership, use our discussion boards, attend one of our conferences, submit a paper to our conference paper submission site, or otherwise when you contact us directly.

b. Automatically collected data

- i. We use Google Analytics to collect non-personal details of your visits to our Website. Terms of Service for Google Analytics are available [here](#).
- ii. We also use cookies (or browser cookies) when you direct your browser to our Website. A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting it may affect the functionality of our Website in your browser.

c. Information from third parties

- i. Some personal data you provide to third-party vendors for the purpose of payment processing will be made visible to ICA (see Section 4).

2. Which data do we collect?

a. Information you provide

- i. When you sign up for membership or sign up to use our discussion boards, we collect the following data: name, email address, mailing address, country, organizational affiliation, birthdate, career status, degrees awarded, occupational status, username and password, division/interest group membership. You may also choose to provide information on your web presence or social media profiles.
- ii. When you attend one of our conferences, we typically collect the following data: name, email address, mailing address, country, organizational affiliation, phone number, emergency contact, occupational status, username and password, passport number and country.
- iii. If you contact us directly, we may receive additional information about you, such as your name, email address, phone numbers, and the contents of the message.

b. Typically, the following personal data are automatically collected:

- i. Your Internet domain and Internet Protocol address (IP address).
- ii. The type of browser and operating system you used to access our site.
- iii. The date and time of your visit to our site.
- iv. Your activities on the website.
- v. The IP address of the website from which you came to this site.
- vi. The website to which you go when you leave this site.

c. Information from third parties

- i. When you make a payment for membership or conference attendance, the

service provider, BluePay & Cardpointe/Cardconnect, will collect personal data. Transaction details of these payments are shared with ICA (name, email address, billing address, IP address). For the privacy policy of the service provider please visit:

[Bluepay/Clover](#)
[Cardpointe](#)

- ii. When you submit a manuscript to one of our affiliate journals, the publisher, Oxford University Press, will collect personal data. These data are not shared with ICA. For the privacy policy of the publisher please visit:
<https://global.oup.com/privacy>
- iii. The ICA maintains publicly accessible profiles on some social media sites. We have social media profiles on Facebook, X, YouTube and LinkedIn. The ICA may utilize your personal and/or profile data when posting content via these social media (e.g., when posting a tagged picture of an event which includes attendees) or when you interact with ICA via social media. In addition, social media generally collect and process data of site visitors and users. This data is not shared with the ICA. For the privacy policies of the relevant social media sites please visit:
[Privacy policy of Meta](#)
[Privacy policy of X](#)
[Privacy policy of LinkedIn](#)
[Privacy policy of YouTube](#)

3. Why do we collect your data and how do we use it?

- a. For membership services: membership management, accounting and payments, to communicate with the members about specific matters regarding their transactions (e.g. registration for ICA membership or events), to organize and coordinate committees or task forces, to organize and plan conferences, to communicate developments regarding the internal functioning of ICA, to update information about ICA on the website, to send the members information about specific ICA activities, to provide members with the products or services they request and/or may expect from ICA.
- b. For analysis, collection of necessary statistical information, or for the purposes of historical documentation.
- c. For the establishment, exercise or defense of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.
- d. For the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice.
- e. For compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

4. Who do we share your data with?

- a. Within the association: In the membership section of the ICA website, some profile data are accessible to other members (name, email address, organizational affiliation, phone number, any additional information provided). Members can manage the privacy of profile information in the [Edit My Member Profile](#) section.
- b. Service providers: For digital services and for organizing events and conferences, ICA collaborates with third-party vendors. In this context, some personal data is shared with Community Brands (YourMembership), CVENT, ScholarOne, BluePay & Cardpointe/Cardconnect, and local vendors.
- c. Authorities (if required, in accordance with due legal process).
- d. Public: Some sections of discussion boards are publicly accessible. ICA may also document its activities (such as conferences) for the public, some personal information could be disclosed in this context (for example as captured on photos or speaker lists).
- e. Researchers: Only anonymized data will be made accessible for the purpose of

research.

5. How is your data protected?

Your personal information is stored on the servers of the cloud-based database management services the ICA engages. ICA makes reasonable efforts to notify its vendors of its privacy principles and ensure that vendors adhere to ICA's privacy principles and policy for data protection.

6. How long do we retain your data?

ICA retains data for the duration of the Member's business relationship with the ICA and for an indefinite period of time thereafter to allow Members to recover accounts if they decide to renew, to analyze the data for ICA's own operations, and for historical and archiving purposes associated with ICA's history as a Membership association.

7. What rights do you have over your data?

- a. The right to access — you have the right to request copies of your personal data. In the event of frequent requests, we reserve the right to charge for this service.
- b. The right to accuracy — you have the right to request that ICA correct any information you believe is inaccurate.
- c. The right to transparency — you have the right to be informed about the processing of your data in a fair and transparent manner.
- d. The right to purpose limitation — you have the right that your personal data is collected and processed only for specified, explicit and legitimate purposes.
- e. The right to data minimisation — you have the right that ICA only collects personal data that is relevant and limited to the purposes for which they are processed.
- f. The right to consent — you have the right that your personal data is only collected, processed and stored in accordance with your consent.
- g. The right to erasure — you have the right to request that your personal data is erased. In the event of frequent requests, we reserve the right to charge for this service.
- h. The right to storage limitation — you have the right that your personal data is stored for no longer than is necessary for the purposes for which the personal data are processed.
- i. The right to data integrity and security — you have the right that your personal data is processed in a manner that ensures appropriate security of the data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage.
- j. The right to accountability — you have the right that your personal data is processed only by entities which are identifiable and contactable by you. In case of questions regarding the relevant entities, please contact us at the address provided below.

8. Who to contact in case of questions?

To ask questions or comment about this Privacy Policy or our privacy practices, or to request data correction or deletion, contact us at:

Attn: Privacy
International Communication Association
1500 21st Street, NW
Washington, DC 20036 USA
membership@icahdq.org

9. Changes in Privacy Policy.

It is our policy to post any changes we make to our Privacy Policy on our Website, or communicate such changes any other method prescribed under applicable law. The date the Privacy Policy was last revised is identified at the top of the page.