

IASS Privacy Policy (July 2018)

1. Introduction

The International Association for Shell and Spatial Structures (IASS) is a scientific / technical association comprising members worldwide. It is a non-profit association, registered in Madrid under the Spanish law. The mission of the Association is to exchange knowledge and to advance the practice of shell and spatial structures worldwide in the service of the profession and of society. To achieve its mission IASS organises conferences worldwide; publishes a journal, newsletters, conference proceedings and brochures; presents annual awards recognising outstanding contributions to the journal and to the proceedings of the annual symposium; and confers honors upon individuals to recognize their professional achievements in shell and spatial structures.

2. Privacy policy

The International Association for Shell and Spatial Structures, IASS, takes your privacy very seriously. This Privacy Policy is intended to set out your rights and answer any queries you may have about your personal data.

The IASS enforces the application of the European General Data Protection Regulation, GDPR (http://ec.europa.eu/justice/data-protection/reform/index_en.htm), in force from 25 May 2018.

If you have consented to the privacy policy of one of the companies providing services on behalf of IASS (e.g., Ingenta for e-journal subscription hosting, Clarivate/ScholarOne for reviewing of submitted journal articles), and as a consequence you have provided some data to that company, the controller of those data will be that specific company. In all other circumstances, the controller of your data will be the IASS.

3. Information stored by IASS

To provide services to its members, IASS stores the personal information indicated in section 4 below. That information is needed in order to deliver the journal, membership invoices, newsletters and other communication materials and to promote professional interactions among the members of the association and its various committees and working groups by providing members-only directories. IASS does not store any sensitive personal data such as religious preferences, political views, sexual orientation, and credit-card details. Members and online users are redirected to a secure third-party online payment platform to process payments. IASS will not sell users/members information, and will only share it with third parties as described in this document. IASS is committed to protect users/members information and uses good practices and technologies to safeguard users/members data, and keep strict security standards to prevent any unauthorized access to it.

IASS only processes data that you have consented to provide. Information is collected from you through membership application and renewal forms and through your occasional editing of your membership profile.

Comments, ratings, favourites, questions and similar information in IASS's Social Media: when a user/member uses IASS's social media platform such as to give comments on posts and articles, rate a video, answer a question, or mark content as favourite or to watch later, the internet address, your usage, may or may not be stored by our social media provider depending on your web browser personal settings.

IASS will only use the personal information you provide to us to become member of IASS or to become Journal paper author or reviewer, and to deliver the services you have requested, or for lawful disclosed purposes. Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if needed for the legal protection of our legitimate interests in compliance with applicable laws.

As a condition of membership, you agree that the personal information of fellow members is to be used only to further the activities of the IASS. Specifically, you agree that you may not use such personal information for private or commercial purposes.

4. Member information

IASS collects and processes personal data about you when you interact with us and while you are a member of IASS. The personal data we process includes two categories: (a) mandatory information, the minimum needed to establish membership and thus for the system to generate a unique 8-digit membership number ("User ID"), and (b) additional information that you may choose to provide voluntarily in order to manage your activities, membership benefits, and directory information.

(a) Mandatory information

- Your Forename and Surname
- Your Email address (used as your member ID for logging in)
- Your country
- The name of the organization with which you are affiliated (if any)
- For student members only, your year of birth, university attending, and year degree expected

(b) Voluntary information

- Your primary address and, if different, a preferred mailing address
- Your business hours phone number
- Your fax number
- The VAT/Tax ID number of your organization if needed for inclusion in invoices
- Various journal subscription and delivery options
- Your personal website URL
- Your profession
- Your fields of interest
- Your biosketch
- Your personal photo for your profile
- Your social media profiles (currently fields for Facebook, Instagram, LinkedIn, Twitter)

Once you become a member, this information is stored in our database and is available on your profile page at the member tools area for you to modify anytime provided you do not erase the mandatory information. With your explicit consent, some or all of your personal information may appear in online directories restricted to members only; and as part of your privacy control within your profile, you may choose which items of data may be viewed by your fellow members.

We also store your answers to surveys you may reply to via email or on iass-structures.org.

Access logs:

iass-structures.org stores standard access logs of all visits to the site. This includes access time, IP address, and browser information.

5. Cookies

iass-structures.org uses cookies through the Wild Apricot platform. These are small text files that are stored on your computer. They make it possible to place orders, to manage your account information, and to better serve you when you visit the website.

Some cookies are stored on your computer until you delete them. If you want to avoid storing cookies, you can turn off the feature in your web browser. We also store temporary cookies when you register and pay for membership.

6. Sharing of information with third parties

IASS will not share your details with any third-party unless absolutely required to do so by law. The exception is primarily third-party providers the IASS uses to provide our services and membership benefits. Below is a list of the third-party providers IASS uses and what information they have access to:

Wild Apricot and NewPath

IASS shares users/members information with these companies for users/members database management.

GoDaddy

GoDaddy is a provider company that hosts the email platform for both membership and journal authors/reviewers/editors. They manage content and back up all data for the IASS Secretariat in Madrid.

Ingenta

Ingenta stores the online issues of the *Journal of the IASS*, and the proceedings of IASS Annual Symposia, and manages the online subscriptions to the Journal.

Stripe

Stripe is used to process payments. When you pay, the information collected by our payment-service provider Stripe to process the payment include payment method information, purchase amount, date of purchase, and payment method.

Google Analytics

Google Analytics helps us understand how our website is used and therefore Google Analytics

cookies are stored on our website.

Sharing buttons and widgets for FaceBook, and Instagram

IASS uses social-media technology to allow you to share iass-structures.org content. These services use their own third-party cookies.

Clarivate/ScholarOne

Clarivate/ScholarOne platform is used to peer review papers submitted for the *Journal of the IASS*. There is an independent database with data of authors, reviewers and editors. The platform stores e-mails sent through the system.

DAE

División Asesores de Empresa, (DAE) is the accounting firm that presents the IASS tax declaration to the Spanish Tax Agency (AEAT). For this purpose, IASS provides its global financial data to DAE. No personal financial information is transferred to DAE.

The personal data that IASS collects from you may be transferred to, and stored outside the European Union. It may also be processed by staff operating outside the EU who work or volunteer for the IASS, in which case the European Commission will have approved the third country's data protection laws as adequate or other applicable safeguards are in place.

7. How long will IASS keep your personal data?

IASS will not keep your personal information for longer than is necessary and will only retain the personal information that is necessary in relation to a specific purpose. While you are a member, we will keep your information for the duration of your membership, and after that for a period of 24 months. However, if you are a member of an IASS committee or working group, we will keep your personal data for the lifecycle of the committee or group. Beyond that, we will retain your name (though not your other details) indefinitely for the purpose of retaining evidence about the membership of the committee or group. IASS will retain your data for a short time beyond the specified retention period, to allow for information to be reviewed and any deletion to take place. In some instances, laws may require IASS to hold certain information for specific periods other than those listed above.

8. What are your rights in relation to your personal data?

Your rights concerning your data stored by the IASS are:

- Right of access
- Right to be informed
- Right to erase (on request)
- Right of correction and revision
- Right to object
- Right to restrict processing
- Right to data portability, if needed.

You can exercise your rights to prevent such processing by checking certain boxes on the forms we use to collect your data, clicking the non-acceptance button on any communication we have sent to you, or by contacting us.

Where you have consented to us using your personal data, you can withdraw that consent at any time. If the information we hold about you is inaccurate or incomplete, you can notify us and ask us to correct or supplement it.

You also have the right, with some exceptions and qualifications, to ask us to provide a copy of any personal data we hold about you.

If you have a complaint about how we have handled your personal data, you are able to ask us to restrict how we use your personal data while your complaint is resolved.

9. Privacy Questions

Should you have any queries or concerns regarding the IASS Privacy Policy, or about the processing of your personal data, or wish to exercise your rights, you can contact the IASS at the address indicated below. If you are not happy with the IASS response, you can contact the Information Commissioner's Office.

The IASS may update its Privacy Policy from time to time.

Questions regarding this IASS Privacy Policy should be addressed in writing to:

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