

# ISACA Northeast Ohio Chapter Privacy Policy

This Privacy Policy describes how the Northeast Ohio ISACA Chapter collects, uses, shares, and retains personally identifiable information (PII) about you. Information is collected and maintained from members, exam candidates, those who have been certified by ISACA, applicants, event attendees, speakers, participants in ISACA Chapter programs, purchasers of ISACA Chapter products and services, survey respondents, and others.

The Policy is effective as of November 6, 2013 and was last modified on November 6, 2013. This Privacy Policy applies to information collected by the chapter at [www.isaca-neohio.org](http://www.isaca-neohio.org), through our third-party event registration system, or through mailing list sign-up sheets online and at sponsored events.

## MODIFICATIONS to this POLICY

From time to time, the chapter may need to update or modify this Privacy Policy, including to address new issues or to reflect changes on our web sites. The chapter will notify you of material changes to this Privacy Policy by:

- Posting the most recent version of the Privacy Policy and information about the changes on our web site, and
- Posting a notification in our chapter newsletter.

## JURISDICTION

This data Privacy Policy and practices are informed by, and consistent with, privacy laws and regulations in the United States and in the state of Ohio.

## WHAT INFORMATION is COLLECTED?

The chapter collects and maintains a variety of personally identifiable information, including:

- Name,
- Business and home addresses,
- Member status,
- Email addresses,
- Phone numbers,
- Payment form,
- Employer information,
- Status when registered for ISACA exams,
- Demographic information, such as topics in which you may be interested.

The chapter may also maintain information about you that you do not directly provide, whether it is information received from third parties, such as ISACA International, or information that the chapter collects about your activities. For example, the chapter keeps track of which events you have attended, which exams you have taken, which boards and committees you have served on, and which offices you have held.

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## USE, SHARING and RETENTION of PERSONALLY IDENTIFIABLE INFORMATION

The chapter uses personally identifiable information:

- For the purposes described at the time of collection or as otherwise described to you;
- To process your requests;
- As permitted by law to provide you with information about the chapter, ISACA products and services or other products and services not affiliated with ISACA that the chapter board believes may be of interest to the membership; or
- For other legitimate chapter business purposes, including order processing or registering you for events/training programs.

The chapter may share personally identifiable information with third parties for legitimate business purposes, including for the following reasons or in the following circumstances:

- To vendors or third-parties who deliver or provide goods and services or otherwise act on behalf of or at the direction of the chapter. Third parties include, for example, event-registration systems, merchant banks and credit card companies processing payments; and external vendors who provide training venues.
- To chapter volunteers and board members, as necessary to perform chapter activities.
- To ISACA International when required.
- Attendee lists at training and social events will be visible to all attendees at the sign-in table for these events. Speaker information will be posted publicly.
- To investigate potentially fraudulent or questionable activities.
- When the chapter believes it is necessary to cooperate with law enforcement or in response to a government request, including if specifically requested or required, as otherwise permitted by law, and for other valid chapter business purposes.

The chapter retains personally identifiable information for as long as necessary for its legitimate business purposes, and as otherwise permitted by applicable law.

## SECURITY

The chapter uses reasonable and appropriate measures to safeguard sensitive personally identifiable information, and follows applicable laws regarding safeguarding any such information under chapter control. In addition, in some areas of [www.isaca-neohio.org](http://www.isaca-neohio.org), the chapter may use Secure Socket Layer (SSL) or Transport Layer Security (TLS) encryption technology to enhance data privacy and help prevent loss, misuse, or alteration of the information under chapter control.

The chapter has also taken care to ensure that the event registration system uses due care to protect the privacy of personally identifiable information that is collected for either the chapter mailing list or event registrations.

## CONTACTING US, and MODIFYING YOUR INFORMATION

Questions regarding this Privacy Policy should be directed to the Privacy Officer by email at [privacy@isaca-neohio.org](mailto:privacy@isaca-neohio.org). If you would like to be removed from the chapter mailing list, you may do so by following the instructions within the body of any email message that you receive from the chapter.

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Note that use of the registration system is mandatory for attending chapter-sponsored events. People may choose not to be maintained on the chapter mailing list, but they must use the event registration system if they will be attending chapter events.

To help the chapter keep your personal information current, or to request access to the personal information that the chapter maintains about you, you may contact the chapter via email at [privacy@isaca-neohio.org](mailto:privacy@isaca-neohio.org).

## RETENTION and DISPOSAL

The chapter's current policy is to retain information for so long as it is needed by the business. Since most information is in continuous use, much is retained on an indefinite basis.

When the chapter finds that it has extensive information it is not using, it will determine appropriate means to dispose of personally identifiable information in a secure manner in keeping with its legal obligations.

## VERSION CONTROL

Approval of initial and updated versions will be by the chapter Board of Directors

Date	Version	Status	Updated By	Comments	Approval Date
11-06-2013	1.0	Initial	DeDad/ Morgan Peterson/	Initial Version approved by the Board of Directors	11-06-2013