

# The SOUTHERN NEW ENGLAND CHAPTER OF THE INSTITUTE OF INTERNAL AUDITORS PRIVACY POLICY

Adopted

## **INTRODUCTION**

The Southern New England Chapter of the Institute of Internal Auditors values the privacy of its members, affiliates, and visitors to its Web sites and is strongly committed to each visitor's right to privacy. This Privacy Policy has been developed as a codification of the Southern New England Chapter's commitment in this area.

The Privacy Policy explains the Southern New England Chapter's information gathering and handling practices. If you have any questions regarding the Southern New England's Privacy Policy or do not feel that your concerns have been otherwise addressed, please contact the Chief Privacy Officer by sending an email to [privacy@theiia.org](mailto:privacy@theiia.org).

## **CONSENT**

By using the Southern New England's Web sites you signify your acceptance of our Privacy Policy. If you as a visitor, choose online to log on as a member, register for courses or events, purchase products, apply for membership or certifications, or otherwise submit personally identifiable information, you are consenting to the Southern New England Chapter's use of such data in accordance with its Privacy Policy.

## **SCOPE**

The IIA has adopted a Privacy Policy, which is intended to meet the requirements of legislation around the world concerning use of "personally identifiable" data. Use of the membership data the IIA shares with its affiliates is restricted according to the policy. You can review the IIA's Privacy Policy on the IIA's Web site home page at [www.theiia.org](http://www.theiia.org). As an affiliate, the Southern New England Chapter has adopted the following additional guidelines:

## **DIRECTORY**

Home addresses/phone numbers are not include in membership directories unless approval has been received from individual members. The use of business addresses, phone numbers, and faxes is permissible unless a member has specific requested omission.

A statement is included with the directory to disclose the following: "Information in this directory is for use solely by IIA members in contacting one another. Use of information is prohibited for commercial use or solicitation of products and services. If you do not wish your name to be included in future directories, please express your wishes by marking the appropriate box on your Member profile on the IIA Web site." Note that

members opting out on their profile will automatically be excluded from the directory as the Southern New Chapter uses the Affiliate Access Database Program provided by the IIA. When using the download, the Chapter excludes anyone marked with an “N” in the directory column.

All directories on chapter Web sites are restricted to access by members only.

## **EMAIL**

Some IIA members have requested that their email addresses not be used for IIA communications. When the Southern New England Chapter uses the Affiliate Access Database Program provided by the IIA to manage its membership data, these members will also be excluded in the email extract program. If the Southern New Chapter uses the data as provided by the IIA (excel or text format), there are columns that indicate which members asked to be excluded from all IIA emails. The Southern New England Chapter may include a statement at the end of its emails (whether regular newsletter or special announcement) such as: “This email message is part of regular communications with members of the Southern New England Chapter. You may exclude yourself from future communications by updating your profile on the IIA Web site. However, by doing so you will exclude yourself from both IIA and chapter emails.”

Restrict your communications to professional uses relating to IIA. Do not use the email list for distribution of jokes, personal requests, etc.

Do not provide your email listing to any outside party for any reason.

When the Southern New England Chapter is sending emails to chapter members, it uses software to send information individually (so only one member’s email appears in “To” box), or sends all emails via “bcc,” which will hide all email addresses. This prevents others from “replying” and sending unauthorized emails to members.

## **MAILINGS**

The Southern New England Chapter does not provide its mailing list to third parties without the express consent (or opt out opportunity) of members. The membership download received from IIA Headquarters indicates which members have requested no outside mailings. The Affiliate Access Database Program automatically excludes those members from the mailing labels. Members can opt out of any unwanted mailings.

## **CHANGES TO MEMBERSHIP DATA**

Members can change their personal data, as well as their “opt-out” choices on the IIA Web site. Members are directed to log on to [www.theiaa.org](http://www.theiaa.org) and click on Member Profile to access their data.