INTERNATIONAL COUNCIL FOR ARCHAEOZOOLOGY

MEMBER PRIVACY POLICY

When you become an ICAZ member, you submit personal information to the ICAZ membership database. This document provides information about how ICAZ uses, and limits access to, your personal information.

Keeping your Personal Information Safe
To keep information confidential and appropriately protected, ICAZ has policies that limit access to member's personal information to only authorized ICAZ personnel who need that information to perform their jobs and provide services to you. We also maintain physical, electronic, and procedural safeguards that guard your personal information.

Collecting Information
ICAZ collects information that you provide on the membership application, renewal form, and when you notify ICAZ of changes.

How Your E-Mail Address is Used
By providing your e-mail address you authorize ICAZ to use it to communicate with you by e-mail. You may unsubscribe at any time.

Your email address is accessible by:

- Administrators of the online membership system to process memberships and send ICAZ-related mass emails.
- ICAZ International Conference organizers exclusively to send conference-related emails.
- Current ICAZ members who log in and use the "People Search" function to search for other current members.

ICAZ will never rent, sell, or give your e-mail address to any vendors or others seeking to send non-ICAZ-related mass emails.

How Your Mailing Address is Used
Your mailing address is used to send you ICAZ newsletters only if you opted out of e-mail communications.

Your mailing (postal) address is accessible by:

- Administrators of the online membership system to process memberships and to send newsletters to members who opt out of email communications.
- Current ICAZ members who log in and use the "People Search" function to search for other current members.

ICAZ will never give your mailing address to any vendors or others seeking to send non-ICAZ-related mass emails.

How Your Demographic Information is Used
Your research interests, geographic location, and any demographic information are collected for ICAZ's internal information only.

How Your Payment Information is Used
Payment information including credit card and checks is used solely for the collection of membership dues. Membership dues are processed through a third party, PayPal. The ICAZ database retains no credit card or bank account information, only a record of the payment date and amount.

Storage of Data
ICAZ retains computer files on individuals who are no longer members of ICAZ. Keeping this data helps ICAZ reactivate old memberships and track changes in the membership over time. Members who are no longer current may contact ICAZ and request to have their membership history cleared.

View Your Data
Members may view their own ICAZ membership record online at http://www.alexandriaarchive.org/ICAZ_CRM/ and clicking on "My Account." Changes to your membership record may be made on line, by mail, or by email.

Your Privacy Preferences
ICAZ respects your right to restrict the information we disclose. You may notify ICAZ of privacy concerns and you may direct ICAZ not to share information about you by emailing icaz@alexandriaarchive.org.

Keeping You Informed
If ICAZ's information-sharing practices change, we will send all members a revised notice by email and post the revised policy on the ICAZ website.

Approved by the ICAZ Executive Committee on May 31, 2013.