

# IPA Policy Manual

## Chapter 5 – Association Operations

### 5.17 Data Privacy

#### **Commitment to Data Privacy & Protection:**

IPA's data privacy policy delineates the Association's commitment to treat information of its employees, members, stakeholders and business partners with the utmost care and confidentiality. This policy ensures that IPA behaves in a fair and ethical manner in the gathering, storing and handling of data and information entrusted to its care.

#### **Scope of Policy:**

This policy applies to all IPA employees, officers, State Directors, Region Directors, committee chairs, members, business partners, consultants and all others who have access to data and information stored or maintained by IPA.

#### **Definition of Data Privacy:**

Data privacy refers to the safeguarding and protection of: (1) all offline or online information that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data, etc.; and (2) private and protected information of entities doing business with IPA.

#### **General Principles for Handling Data:**

In the handling and protection of data, IPA is committed to the development of transparent data collection procedures; establishing data protection practices (document shredding, secure locks, data encryption, frequent backups and access authorization); building secure networks to protect online data from cyberattacks; training employees in online privacy and security measures; restricting and monitoring access to sensitive data; and establishing clear procedures for reporting breach of privacy or data misuse.

IPA commits to collect information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is made available to the IPA the following rules will be observed:

1. The data will be used for lawful purposes only;
2. The data will be used for legitimate reasons consistent with IPA's corporate purposes;
3. The data will be accurate and kept up-to-date and will be destroyed when it is no longer relevant or required;

4. The data will not be shared with any third party, except as necessary to fulfill IPA's corporate purposes (such as information provided to NASSP, NAESP and ISBE) and as consistent with IPA's policies and procedures;
5. The data will not be transferred to third parties unless they agree to abide by IPA's data privacy policy and practices;
6. The data will be protected against unauthorized or illegal access by internal or external parties; and
7. If data is corrupted or compromised, IPA will notify the owner of the data in an expedient manner and work with the owner of the data to reduce damages caused by such breach.

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