

Draft Version: April 30, 2018

## **Privacy Policy**

Canadian Sociological Association / Société canadienne de sociologie (CSA-SCS) recognize the importance of protecting the personal information collected from members in the operation of its services and taking reasonable steps to maintain the security, integrity and privacy of any information in accordance with this Privacy Policy. By submitting your information to CSA-SCS you consent to the practices described in this policy. If you are less than 18 years of age, then you must first seek the consent of your parent or guardian prior to submitting any personal information.

This Privacy Policy describes how CSA-SCS collects and uses the personal information you provide to CSA-SCS. It also describes the choices available to you regarding our use of your personal information and how you can access and update this information.

### **How We Collect Information**

CSA-SCS may collect personal information from you in the following ways: (1) directly from your verbal or written input (such as by consenting to receiving communication emails); (2) directly through our Membership Registration system (FORUM as operated by the Federation for the Humanities and Social Sciences); (3) directly through our website (member-only access and/or consenting to receiving communication emails); (4) directly through the Canadian Review of Sociology (CRS) article and reviewer submission system (Scholar One as operated by Wiley)

### **References**

Federation for the Humanities and Social Sciences Privacy Policy:

<http://www.ideas-idees.ca/sites/default/files/sites/default/uploads/general/2017/federation-privacy-code-en.pdf>

Wiley / ScholarOne Privacy Policy: <https://www.CSA-SCS.com/en-ca/privacy>

### **Information You Provide**

The types of personal information that CSA-SCS collects directly from you may include:

- Contact details, such as your name, email address, postal address and telephone number;
- Internet Protocol ("IP") addresses used to connect your computer to the Internet;
- Educational and professional interests;
- Usernames and passwords;
- Payment information, such as a credit cards;

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- Comments, feedback, posts and other content you provide to CSA-SCS (including through the CSA-SCS website);
- Communication preferences;
- Purchase and communication history;

### **Use of Your Information**

CSA-SCS may use your personal information in the performance of any contract we enter into with you, to comply with legal obligations, or where CSA-SCS has a legitimate business interest in using your information to enhance the services and products we provide. Legitimate business purposes include but are not limited to one or all of the following: providing direct marketing and assessing the effectiveness of communications; modifying, improving or personalizing our services, events and communications; detecting fraud; investigating suspicious activity and otherwise keeping our site safe and secure; and conducting data analytics.

In addition, we may use your information in the following ways (after obtaining your consent, if required):

- To provide you with information about events and services that you request from us;
- To send you periodic newsletters from CSA-SCS;
- To provide you with information about other events and services we offer that are either (i) similar to those you have already utilized or inquired about, or (ii) entirely new events and services;
- For internal business and research purposes to help enhance, evaluate, develop, and create CSA-SCS websites (including usage statistics, such as "page views" on CSA-SCS's websites and the products therein), events, and services;
- To notify you about changes or updates to our websites, events, or services;
- To administer our services and for internal operations, including troubleshooting, data analysis, testing, statistical, and survey purposes;
- To allow you to participate in interactive features of our service; and
- For any other purpose that we may notify you of from time to time.

Personal information will not be kept longer than is necessary for the purpose for which it was collected. This means that, unless information must be retained for legal or archival purposes, personal information will be securely destroyed, put beyond use or erased from CSA-SCS's systems when it is no longer required or, where applicable, following a request from you to destroy or erase your personal information.

CSA-SCS will not disclose to or share your personal information with any unaffiliated third party except as follows:

- Where necessary in connection with services provided by third parties (i) who provide us with a wide range of office, administrative, information technology,

production, payment, or business management services, and (ii) who are required to comply with this policy;

- Where your consent has been provided, with a third party such as an academic institution, school, employer, business or other entity which has provided you with access to a product or service through an integration or access code, information may be shared regarding your engagement with the service or product, results of assessments taken and other information you input into the product or service;
- Where CSA-SCS is required to disclose personal information in response to lawful requests by public authorities and government agencies, including to meet national security or law enforcement requirements; to comply with a subpoena or other legal process; when we believe in good faith that disclosure is necessary to protect our rights, or to protect the rights, property or safety of our services, users or others; and to investigate fraud; and
- Where all or substantially all of the business or assets of CSA-SCS relating to our services are assigned, or transferred to another entity.

## **Security**

We will use appropriate physical, technical and administrative safeguards to protect your data. Access to your personal data will be restricted to only those who need to know that information and required to perform their job function. In addition, we train our service contractors about the importance of maintaining the confidentiality and security of your information.

## **Cookies**

As is true of most websites, we gather certain information automatically. This information may include IP addresses, browser type, Internet service provider ("ISP"), referring/exit pages, the files viewed on our site (e.g., HTML pages, graphics, etc.), operating system, date/time stamp, and/or clickstream data to analyze trends in the aggregate and administer the site.

CSA-SCS and its partners use cookies or similar technologies to analyze trends, administer the website, track users' movements around the website, and to gather demographic information about our user base as a whole. You can control the use of cookies at the individual browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on our website or services.

## **Your Rights**

You have the right to make a written request to be informed whether or not we hold or process any of your personal information (by emailing [office@csa-scs.ca](mailto:office@csa-scs.ca)). In your written request, you may:

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- Request that we provide you with details of your personal information that we process, the purpose for which it is processed, the recipients of such information, the existence of any automated decision making involving your personal information, and what transfer safeguards we have in place;
- Request that we rectify any errors in your personal information;
- Request that we delete your personal information if our continued processing of such information is not justified;
- Request that we transfer your personal information to a third party;
- Object to automated decision-making and profiling based on legitimate interests or the performance of a task in the public interest (in which event the processing will cease except where there are compelling legitimate grounds, such as when the processing is necessary for the performance of a contract between us);
- Object to direct marketing from us; and
- Object to processing for purposes of scientific, historical research and statistics.

Where applicable under your local laws, we will not use your personal information for marketing purposes, nor disclose your information to any third parties, unless we have your prior consent, which we will seek before collecting your personal information. You can exercise your right to prevent such processing by checking certain boxes on the consent forms we use when collecting your personal information. If at any point you wish to review or change your preferences you can use the "opt-out" or unsubscribe mechanism or other means provided within the communications that you receive from us or by sending an email to [office@csa-scs.ca](mailto:office@csa-scs.ca). Note that you may still receive association business and transactional communications from CSA-SCS.

### **Third Parties**

CSA-SCS's websites or services may include links to third-party websites. In using such links, please be aware that each third-party website is subject to its own privacy and data protection policies and is not covered by our Privacy Policy. In addition, we allow third-party companies to serve ads and/or collect certain anonymous information when you visit our websites. These companies may be placing and reading cookies in the cookie file of the browser on your computer's hard disk or using web beacons or other technologies to collect information in the course of ads being served on this website. These companies may use information other than personal information (e.g., click stream information, browser type, time and date, subject of advertisements clicked or scrolled over) during your visits to these and other websites in order to provide advertisements about goods and services likely to be of greater interest to you.

### **Changes to the Privacy Policy**

Please note that CSA-SCS's Privacy Policy is reviewed periodically. CSA-SCS reserves the right to modify its Privacy Policy at any time without notice. Any changes to the Privacy Policy will be posted on the website (<http://www.csa-scs.ca/>) and will become

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effective on the date of posting. We encourage you to periodically review the website for the latest information on our privacy practices.

### **Recourse**

Any comments, complaints or questions concerning this policy or complaints or objections about our use of your personal information should be addressed by directing your comments to CSA-SCS's Executive Administrator at [office@csa-scs.ca](mailto:office@csa-scs.ca)