

Society of California Archivists Privacy Policy

Introduction

The Society of California Archivists recognizes the importance of protecting the privacy and confidentiality of information provided by its members. This policy outlines how the Society of California Archivists collects, uses, and protects personal information.

Authorized Use and Disclosure of Information

The Society of California Archivists collects potentially confidential information from both SCA members and non-members to provide a variety of services that support the organization's mission. This information is used to facilitate registration and payment for workshops, webinars, the Annual General Meeting, member-initiated events, and other SCA-sanctioned events and activities. Contact information provided through registration is used for email communications regarding those specific events. This information is kept confidential unless disclosure is required by law or the individual registrant chooses to release it. Registrants can select what information - like their names and affiliations - will appear on any lists of individuals participating in these events.

SCA also maintains an online directory of members that is password-protected, and may only be accessed by SCA members. Members can edit their profiles at any time, and have the ability to choose what personal information from their individual profiles is made public to other members, allied organizations, and vendors. It is an individual member's responsibility to restrict information that they do not wish to disclose. Personal information that an individual member identifies as public to other members - like names, affiliation, and contact information - will appear in the Membership Roster and Bylaws, an annual publication provided in PDF format in the password-protected "Members Only" section of the SCA website. Personal contact information is often used for disseminating information to members about upcoming events and SCA-related news; preferences for participating in specific committees, and personal contact information, are also disclosed to chairs of those committees to facilitate an individual member's participation in committee activities.

SCA occasionally makes its mailing list available to allied organizations and vendors. Members can decide not to make their information available to other parties, and can opt to be excluded from mailing lists provided to allied organizations and vendors. All external organizations that receive SCA's mailing list must have an appropriate privacy and confidentiality policy in place.

Guidelines for Use of Membership Directory

Any information provided to SCA for publication in the Membership Directory or Membership Roster and Bylaws is for professional use by SCA and its members only. Distribution or storage of this information for purposes not related to SCA business or other professional use is prohibited.

SCA Website and Data Security

The Society of California Archivists uses a variety of software applications to provide services to members. For more information about how the providers of these software applications keep personal information secure, please visit their websites.

Wild Apricot

SCA uses Wild Apricot, a membership management software, to maintain its website, manage membership and event registration, securely process payments, maintain an online Membership Directory, and communicate with its members. <https://www.wildapricot.com/security-policy-overview>.

PayPal

SCA uses PayPal to securely process online payments of membership dues and registration fees. <https://www.paypal.com/us/webapps/mpp/ua/privacy-full>

RegOnline

RegOnline is a software platform for event registration and management. SCA uses RegOnline to facilitate registration for large events, like the Annual General Meeting.

<https://www.lanyon.com/privacy-policy/privacy-policy-global.shtml?domain=en-US>

election buddy

SCA uses the software platform election buddy to conduct anonymous online elections for vacant officer positions on an annual basis.

<https://electionbuddy.com/privacy>

Google

SCA uses Google Drive to store and distribute files created by board and committee members for official society business. SCA uses Google Forms to collect information from members for specific purposes, like soliciting nominations for officer positions.

https://www.google.com/intl/en_US/policies/privacy/

GoToWebinar

SCA uses GoToWebinar to create and host webinars for educational purposes.

<https://www.logmeininc.com/legal/privacy>