



INTERNATIONAL UNION OF PURE AND APPLIED CHEMISTRY

IUPAC Privacy Policy

Valid from 25 May 2018

1. What we collect from our members, volunteers and vendors:

Person Name, Address, Email address, organization and type, affiliation, Curriculum Vitae, Financial Information for Reimbursement and Accounts Payable and Receivable that may contain: Account Information and Institution, Account number and location and Credit Card number and expiration date (temporary and through 3rd party vendors).

2. How we collect Personal Information:

We primarily collect Personal Information via Claim forms for reimbursement and on-line forms. We also collect information via email address to a @iupac.org Microsoft365 platform.

We collect financial information as above and use third party processors for collection of credit card payments. We may collect data through a secured website: <https://www.iupac.org>

3. Why we collect Personal Information:

IUPAC collects personal information for internal business use only. IUPAC does not sell or provide personal information unless required by law. We use personal information to contact our volunteers, to maintain historical membership records and provide services to our volunteers and members. We use documents containing personal information, such as CV's, for use in election processes and for historical recordkeeping.

4. How we handle Personal Information:

IUPAC handles personal information in a variety of methods to insure records are secure and have limited exposure or access. Data is stored on a secure server located

in a locked office environment and backed-up off site at a secure and redundant site(s) to insure business continuity should a catastrophic event occur at the physical location of the office. Financial data stored in accounting system is backed up on-site and off-site. This data is kept in QuickBooks On Premise. (Intuit). This is password protected and limited to two users on site. Electronic transfers for reimbursement are made with secure bank token protection. Claim forms are stored in locked file cabinets with limited access. IUPAC uses ZoHo Corporation Cloud-based database for storage of personal data, maintaining historical records and integration with IUPAC's website. All computers and servers are password protected, secure and backed up on the IUPAC server. The IT systems run multiple systems to insure security and protect against intrusion.

5. How we dispose of Personal Information:

IUPAC disposes of personal information, particularly financial records, according to US Tax and Audit requirements (Claim forms containing banking information). Credit card information is immediately shredded after use. IUPAC follows a records retention policy for most information unless it is relevant to preserve historical records.

6. IUPAC uses many third party providers for collecting and disseminating information, obtaining content, such as photos, and large email distributions. IUPAC is required by these providers to have explicit authorization or consent to use these platforms to process Personal Data. These vendors are compliant with the GDPR European Data Protection Regulation 2016/679 (GDPR).

IUPAC Third Party Providers that Participate in the EU-US and Swiss-US Privacy Shield Framework for GDPR Compliance:

Intuit Merchant and QuickBooks, Stripe, Doodle, Google LLC, Shutterstock, Adobe, CognitoForms, MailChimp, Microsoft Corporation, SurveyMonkey