

ICOMOS Privacy Policy

Personal data use policy

Last updated: 02 Juillet 2018

This policy specifies how ICOMOS, as data controller, uses and protects the personal data that you communicate to it when you apply or renew your membership, visit the website (www.icomos.org), use the available digital tools (membership database, photobank, e-news), apply or are hired as consultant/mission expert, or register for any event or activity organised by ICOMOS.

ICOMOS is fully committed to protecting personal data and respecting privacy in accordance with French Law no. 78-87 of 6 January 1978, Law no. 2004-801 of 6 August 2004, and European data protection regulations, including the General Data Protection Regulation (GDPR) which entered into force in 2018.

ICOMOS has designated a Data Protection Officer (DPO) with the CNIL, the French authority for personal data protection.

ICOMOS suggests that you regularly check this page for updates to this policy.

How are your personal data collected?

Your personal data may be collected:

- **When you apply for or renew your membership:** by ICOMOS International or National Committees, when you complete or edit your profile on the membership database, be it directly or through the National Committees to which you already belong, or when you send a membership request to join ICOMOS;
- **When you visit the website and register to use the available digital tools:** by the ICOMOS webmaster(s) (or ICOMOS' hosting/maintenance company, Octopos, based in France) in order to give you access to restricted functionalities;
- **When you register to participate in an ICOMOS event** (General Assembly, symposium, workshop, International Scientific Committee meeting...): via participants lists compiled by the ICOMOS International Secretariat staff for organization and communication purpose;
- **When you submit an application or are contracted/mandated as ICOMOS consultant/mission expert/meeting representative:** by the ICOMOS International Secretariat staff who examine and file your CV and professional information along with your bank details in order to learn about your professional profile and to remunerate your work, when applicable;

Types of data collected by ICOMOS

As a rule, the user can browse the ICOMOS website without revealing any personal information. The only information collected by ICOMOS during general browsing on the website is that sent to the server log (IP/Internet protocol, domain name, type of browser, operating system, the site you are connected from, the files you download, pages visited, dates and times of these visits, etc.).

ICOMOS only collects data that are strictly necessary to achieving the purpose of the processing, namely managing and supporting its membership, aiding and improving the operation and use of the website, and more globally, enabling the organization to operate in accordance with its purpose, as defined in its Statutes.

Here are the data that ICOMOS collects/records for each type of operation:

- **When you create an account on our website** to access the photobank functionalities and/or to subscribe to the ICOMOS' electronic newsletter:
 - First name
 - Last name
 - Email
 - Preferred language
- **When you request information via our contact form** on the site: Your contact details via the form that you complete:
 - First name

- Last name
 - Email
 - City
 - Country
 - Telephone
 - Your message
- **When you apply/renew membership**
- Last name, First name, title, date of birth, gender
 - Nationality, preferred language
 - Membership number, if applicable
 - Membership Committee
 - Membership category: individual, individual (affiliate), institutional, institutional (affiliate), Honorary member (ICOMOS), Honorary member (National), Sustaining member, Young [Emerging] professional
 - Address, email, telephone numbers (personal / professional)
- + for Individual members who join ICOMOS directly via the International Secretariat:**
- CV
 - Cover letter
 - Summary of professional career, qualifications and current position
- + for Institutional Members who join ICOMOS directly via the International Secretariat:**
- Name of institution
 - Date of establishment
 - Legal form of the institution
 - Missions of the institution
 - Representatives (First Name, Last Name, Title, Position, E-mail, Telephone)
 - Motivations to join
 - Membership fee level
- **When you submit an application for a mission or other consulting job:**
- CV
 - Covering letters, references, copy of an identity document and, if necessary, of residence/work permit.
- **When you register for an event as a participant or as a speaker (Statutory meetings, symposia, workshops, etc.)**
- Title
 - First Name
 - Last Name
 - Email
 - Postal address
 - Telephone
 - Nationality

For some events, personal data may include:

- CV
- Passport number and travel information (in order to get a visa)
- Other information needed to facilitate your participation at the event : voting rights, accompanying person, events you will attend, hotel information, event services you wish to avail yourself of

Use of the information collected

The collected data will be used by ICOMOS or by its subcontractors (including its National Committees) to allow ICOMOS to fulfil its statutory missions, and in particular for the following purposes:

- To manage your ICOMOS membership, order ICOMOS membership cards;
- In order to respond to your requests for information: to contact the user, particularly in response to a request or a suggestion;
- To facilitate navigation on the website

- To edit internal statistical reports in order to support ICOMOS' membership development, and ensure an equitable and representative membership policy
- To allow navigation on certain restricted spaces of the website (member-only pages) or use of certain restricted functionalities (download or upload of images on the ICOMOS photobank);
- To inform you of the existence of or a change to our activities via electronic mailing
- To process applications for mission or other consulting job, and more generally to organize an activity that ICOMOS is carrying out or participates in.
- To store the user's personal profile online (website account/member database profile);
- To enable the organization to function in accordance with its Statutes (e.g. including, statutory elections, meetings of National Committees and International Scientific Committees, etc.).

ICOMOS asks all its National and International Scientific Committees as well as its other subcontractors who have access to personal data to sign a commitment to respect this privacy policy.

ICOMOS may pass personal data to selected third parties such as scientific partners or conference organizers strictly for scientific, academic or professional networking purposes in accordance with the aims and objectives of the organisation set out in the ICOMOS Statutes.

ICOMOS commits to never sell personal data or provide them to a third party for commercial purposes.

ICOMOS may be required by current French regulations or requested from the legal authorities, in accordance with legal provisions, to communicate personal data.

Any third party with whom we share personal data for the strictly limited purposes mentioned above – is asked to respect this privacy policy and to use the shared data only for the agreed purpose and to safely destroy their copy once this purpose is fulfilled.

Conservation of the collected data

ICOMOS does not store personal data longer than it is reasonably useful or required by law. The conservation period depends on the type of data and their purpose. More specifically:

- Browsing information collected by the ICOMOS website is kept for a limited period until the purpose for which it was collected has been fulfilled, provided you do not exercise your rights as detailed below.
- Information collected in the website account/membership database profiles and for membership management is kept indefinitely for statistical purposes (statistics are strictly anonymous and only aggregate information is published), provided you do not exercise your rights as detailed below.
- Information collected for other activities mentioned under “Types of data collected by ICOMOS” is archived at the International Secretariat, provided you do not exercise your rights as detailed below.
- Information collected for the payment of ICOMOS services directly managed by the ICOMOS International Secretariat (e.g. membership fees, publications, event registration fees) are kept until the payment is effective and recorded by the ICOMOS accounting services). ICOMOS is not responsible for payment information held by subcontractors and external providers (e.g. National Committees, conference organisers)

Security and confidentiality of the personal data

ICOMOS takes every precaution to ensure the security of your information, to prevent its distortion, damage, or access by unauthorized third parties.

ICOMOS and its IT/Internet subcontractors take every precaution to protect information held on the ICOMOS website/membership database.

ICOMOS also makes every effort to protect financial/payment information in its possession. Only employees who need to perform a specific task are granted access to this information.

User rights

Provided you can prove your identity, you have at all times the right to access and to rectify your personal data held by the ICOMOS International Secretariat.

You also have the right to contest, for a legitimate reason, the processing of these data and their communication to third parties. ICOMOS can contest any requests that are clearly abusive, including but not exclusively in terms of their number, or their repetitive or systematic nature.

- If you want to exercise these rights, you can do so by writing to the ICOMOS Data Protection Officer at [secretariat\[at\]icomos.org](mailto:secretariat[at]icomos.org) (contact Ms Smirnov)

If you cease to be a member, you can request that your member record be deleted. Click here for such a request
- **Contact form:** <https://www.icomos.org/en/contact-us-doc-cen>

If you do not wish to receive any ICOMOS mailings, you can unsubscribe from ICOMOS' mailing list by changing your communication preference in your website account/membership database profile:
<https://www.icomos.org/en/login>

User obligations

As a user of the <http://www.icomos.org> website, you must comply with the provisions of the amended French Data Protection Law of 6 January 1978. Non-respect of this law is a penal offence. You must in particular, in respect of the personal data to which you have access, refrain from any collection or alternative use, and more generally any act, liable to violate the privacy and the basic rights and freedoms of individuals.

You are responsible for protecting the security of your account on the ICOMOS website and membership database, your user name and password.

- If you believe that a third party has acquired or knows the password for your ICOMOS account, please reset your password by clicking on the following link: <https://www.icomos.org/en/login?view=reset>
- If a third party can access the email address linked to your account, you are invited to modify this email within your profile: <https://www.icomos.org/en/login>

Connections with other websites

This website contains links to other sites, in particular those of the ICOMOS National Committees. Please note that ICOMOS is not responsible for the privacy policies of these sites.

We encourage our users to be aware when they leave our site and to read the privacy policies of all sites that collect personal information. This privacy policy applies solely to information collected by this website
www.icomos.org.