



# CIVSA Privacy Policy

This privacy policy will explain how our organization uses the personal data we collect from you.

## What data do we collect?

CIVSA collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- Institution information (Estimated enrollment, organizational structure, etc.)

## How do we collect your data?

You directly provide CIVSA with most of the data we collect. We collect data and process data when you:

- Register online for a conference or event.
- Join, renew, or change membership
- Email or reply on the CIVSA listserv.

## How will we use your data?

CIVSA collects your data so that we can:

- to present and improve web content and functionality
- to respond to member inquiries
- to notify you of membership news, benefits and events
- to accept event registration information submitted by you;
- to deliver member benefits to you, including, but not limited to, providing you with our newsletter, sending you a conference brochure or promotional piece;
- to process credit card payments, as well as manage the data associated with those purposes;
- in any other way we may describe when you provide the information; and
- for any other purpose to which you have consented.

If you agree, CIVSA will share your name, institution and mailing address with approved sponsors of Annual Conference or Student Development Institute so they may advertise and offer their products and services. You may opt out of having your information shared by contacting [civsahq@civsa.org](mailto:civsahq@civsa.org).

## How do we store your data?

CIVSA securely stores your data via Wild Apricot, our CRM. Wild Apricot's Privacy Policy may be found at <https://www.wildapricot.com/privacypolicy>.

CIVSA will keep the contact information on file of active, lapsed and former members in perpetuity.

CIVSA does not store or see your credit card information. All payments are processed through AffiniPay. Their privacy policy is available at <https://affinipay.com/terms/privacy/>.

## Marketing

CIVSA will advertise its organization's benefits to existing and lapsed members. CIVSA will also advertise via direct mail or email to visitor, welcome and information centers at institutions of higher education. Contact information may be collected by existing members via public domain or by referral from others in the higher education space. CIVSA may also purchase mailing lists through other nationally recognized, reputable organizations.

You have the right at any time to stop CIVSA from contacting you for marketing purposes or giving your data to other members of the CIVSA Group.

If you no longer wish to be contacted for marketing purposes, you may contact us at [civsahq@civsa.org](mailto:civsahq@civsa.org).

## What are your data protection rights?

CIVSA would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** - You have the right to request CIVSA provide copies of your personal data on file.

**The right to rectification** - You have the right to request that CIVSA correct any information you believe is inaccurate. You also have the right to request CIVSA to complete information you believe is incomplete.

**The right to erasure** - You have the right to request that CIVSA erase your personal data, under certain conditions.

**The right to restrict processing** - You have the right to request that CIVSA restrict the processing of your personal data, under certain conditions.

**The right to object to processing** - You have the right to object to CIVSA's processing of your personal data, under certain conditions.

**The right to data portability** - You have the right to request that CIVSA transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [civsahq@civsa.org](mailto:civsahq@civsa.org)

Call us at 281-433-6584

Or write to us:

Collegiate Information and Visitor Services Association  
PO Box 22057  
Lexington, KY 40522-2057

## **What are cookies?**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

## **How do we use cookies?**

CIVSA uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website
- Using Google Analytics to track website use and behavior

## **What types of cookies do we use?**

There are a number of different types of cookies, however, our website uses:

- **Functionality** - CIVSA uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

## **How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## **Privacy policies of other websites**

The CIVSA website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## **Changes to our privacy policy**

CIVSA keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 10 October 2019.

## **How to contact us**

If you have any questions about CIVSA's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at [civsahq@civsa.org](mailto:civsahq@civsa.org)

Call us at 281-433-6584

Or write to us:

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