



INTERNATIONAL
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ASSOCIATION

IOA Fair Processing Notice

As a member and guest of the International Orthoptic Association (IOA), some of your personal data will be stored and processed by the Association. The IOA is committed to protecting the rights of members and guests in line with data protection law and this page explains how your information is used, who it may be passed to and what your rights and responsibilities are. The IOA is registered with the UK's Information Commissioner's Office (ICO) to process personal data and you can view the registration on the ICO's website under the [Data Protection Register](#).

This notice may be updated from time to time to ensure continued compliance with current legislation and to reflect best practice.

How your personal data is collected

We use different methods to collect data from and about you including through:

Direct interactions. You may give us your identity and contact data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:

- apply for our services;
- create an account on our website;
- subscribe to our service or publications;
- request marketing to be sent to you;
- enter a survey
- give us some feedback;

Automated technologies or interactions. As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies. Cookies do not cause damages to your computer and do not contain viruses. Cookies allow us to make our offer more user-friendly, more efficient and more secure. Cookies are small text files, stored by your browser on your computer.

The most cookies that we use are so-called "session cookies". They will be deleted automatically after the end of your visit. Other cookies remain on your terminal device. Those cookies enable us to recognise your browser on your next visit.

You can adjust your browser that way in order to be informed when cookies are placed, to individually allow cookies or to generally exclude cookies in certain cases as well as to activate the automatic deletion of cookies when closing the browser. The deactivation of cookies may impair the functionality of this website.



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Cookie 1: NAME: PHPSESSID

(From MODX) This Cookie sets a session ID/hash which relates to a row in the sessions table. By doing this, the system knows in a simple way who you are, allowing you to stay logged in among other things.

Cookie 2: NAME: __utma

(From Google) This cookie is a cookie from google and is called a “persistent” cookie, as in, it never expires. This cookie keeps track of the number of times a visitor has been to the site pertaining to the cookie, when their first visit was, and when their last visit occurred. Google Analytics uses the information from this cookie to calculate things like Days and Visits to purchase.

Cookie 3: NAME: cookie consent_status

(From Cookie Consent Banner (if we are going to use this extension). Used to check if the "Cookie Consent Button" is clicked. If yes it hides the cookie consent box.

Cookie 4: NAME: visited (From Banner ad on IOA Website)

Is Set when Banner Ad is hidden - we only use this cookie when visitor wants to hide the banner - not set until users hits the "hide banner" button.

Privacy Policy for the use of Facebook-Plug-ins

On our websites plug-ins of the social network Facebook, Facebook Inc., 1 Hacker Way, Menlo Park, California 94025, USA are integrated. You recognise these plug-ins by the Facebook logo or the Like-Button on our site. For an overview of Facebook plug-ins, please see here: <http://developers.facebook.com/docs/plugins/>.

If you visit our websites, a direct connection between your browser and the Facebook server is established by this plug-in. By that Facebook receives information that you have visited our websites with your IP-address. If you click the Facebook “Like” button while you are logged on to your Facebook account you may link the contents of our websites to your Facebook account. Thereby Facebook can associate your visit of our websites to your Facebook account. We would like to point



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out that we as providers of these websites do not obtain knowledge about the contents of the transmitted data as well as the use of such by Facebook. For further information, please check the Privacy Policy of Facebook under <http://de-de.facebook.com/policy.php> If you do not wish that Facebook associates your visit of our websites to your Facebook account, please log out of your Facebook account.

Privacy Policy for the use of LinkedIn

Our website uses functions of the network LinkedIn. The provider of LinkedIn is the LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. On every access to our websites which contain LinkedIn functions, a connection to the servers of LinkedIn will be established. LinkedIn will be informed that you have visited our websites with your IP address. If you click the "recommend"-button of LinkedIn and are logged in to your LinkedIn account, LinkedIn can associate your visit of our websites with your user account. We would like to point out that we, as providers of these websites, do not obtain knowledge about the contents of transmitted data as well as their use by LinkedIn.

For further information, please review the Privacy Policy of LinkedIn:
<https://www.linkedin.com/legal/privacy-policy>

Privacy Policy for the use of Twitter

On our websites functions of the service Twitter are integrated. These functions are offered by Twitter Inc., 795 Folsom St., Suite 600, San Francisco, CA 94107, USA. By using Twitter as well as the function "Re-Tweet" websites visited by you are linked to your Twitter account and posted to other users. In doing so, data will be transmitted to Twitter.

We would like to point out that we as providers of this websites do not obtain knowledge about the contents of those data. For further information, please check the Privacy Policy of Twitter:
<http://twitter.com/privacy>.

The privacy settings of your Twitter account can be adjusted under
<http://twitter.com/account/settings>

Purposes

The IOA collects and processes personal data sent to us from our member national orthoptic associations and individual members so we can meet obligations to our members and in order to meet statutory responsibilities. Personal data may also be collected from guests to IOA who are



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interested in obtaining membership, making inquiries, to qualify for IOA grants and for those who wish to access the IOA Exchange Program. Your personal data will be used to:

- provide you with access to the members section of our website
- provide you with members only reduced IOA Scientific Congress rates
- allow you to access orthoptic surveys and policy statements
- give you with news about your profession
- determine your eligibility for nominations for IOA awards, grants and or prizes
- allow you to access material that promote the profession and education of Orthoptists
- allow you to participate in international orthoptic development by accessing or participate the IOA Volunteer and Host program
- qualify you for IOA Exchange Programs
- provide you with access to job exchanges
- give you reduced journal subscription rates
- provide opportunity for research and symposium participation
- allow you access to IOA Congress Abstracts and Past Transactions
- allow us to respond to your inquiries
- carry out legal duties, providing information to others (see disclosures section)

Disclosures

The IOA may share your relevant personal data with the following bodies:

Disclosure to	Details
Sponsors of IOA education Programs (including Local Education Authorities and the Student Loans Company) where a contract exists with you	In accordance with the terms of the contract for IOA Education Programs (which usually relates to attendance and progress reports).
Professional bodies and journals (e.g. APPOS, Health Authorities, AOJ)	In order to confirm your IOA membership, with your consent, in order to allow you to qualify for membership in other professional organizations, obtain reduced journal subscription rates or obtain



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Disclosure to

Details

employment where membership in the IOA is a job requirement.

UK agencies with duties relating to the prevention and detection of crime, collection of a tax or duty or safeguarding national security

This happens in accordance with the law, only as necessary and in consideration of your rights and freedoms.

Any other disclosures that the IOA makes will be in accordance with Data Protection law and your interests will always be considered.

How long your information will be held

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We currently delete your personal identity and contact data after a period of one year, in line with the annual renewal period. When you renew your membership, you will be providing us with new information.

Security of your information

Data Protection legislation requires us to keep your information secure. This means that all appropriate measures will be taken to prevent unauthorised access to and disclosure of your personal data. Only members of the IOA who need access to relevant personal data will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, while paper files will be stored in secure areas with controlled access. You can find out more by referring to the [IOA's Data Protection Policy](#).

Some processing may be undertaken on the IOA's behalf by an organisation contracted for that purpose. Organisations processing personal data on the Organisation's behalf will be bound by an obligation to process personal data in accordance with Data Protection legislation and the IOA's Data Protection Policy.



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Your rights

You have a right to access your personal information.

You also have a right to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information in certain circumstances.

Any requests or objections should be made in writing to the IOA Secretary using the contact details provided below.

IOA Secretary, Katherine J. Fray
E-mail: secretary@internationalorthoptics.org

Your responsibilities

You have a responsibility to keep your personal details up-to-date. Please make sure your national association is made aware of any names changes and preferred email addresses. If you are an individual member please notify the IOA secretary of any changes to your personal details.

How to raise a query, concern or complaint

If after reading this page you still have queries, concerns or wish to raise a complaint you should contact the IOA Secretary in the first instance at the following:

IOA Secretary, Katherine J. Fray
E-mail: secretary@internationalorthoptics.org

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for investigation. The Information Commissioner can be contacted at: -

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF
www.ico.org.uk



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The [Information Commissioner's Office](#) also provides useful advice and guidance on data protection.