

## **Data Privacy and Transparency Policy**

At the Society for the Study of Evolution, we are committed to protecting and respecting your privacy. This Policy explains when and why we collect personal data about the people who visit our website ([www.evolutionsociety.org](http://www.evolutionsociety.org)), how we use it, the conditions under which we may disclose it to others and how we keep it secure.

### **Who are we?**

The Society for the Study of Evolution (hereafter “the Society”) is a “not-for-profit” 501 (c) (3) scientific membership society. The Society for the Study of Evolution was founded in March, 1946. The objectives of the Society for the Study of Evolution are the promotion of the study of organic evolution and the integration of the various fields of science concerned with evolution. The Society publishes the scientific journal [Evolution](#) and co-publishes [Evolution Letters](#) along with the European Society of Evolutionary Biology. The Society also holds annual meetings, jointly sponsored with other scientific societies, in which scientific findings on evolutionary biology are presented and discussed.

### **What type of personal data do we collect?**

We obtain information from you when you: join and renew your membership with the Society; apply for awards or prizes; register for a scientific meeting; make a donation; volunteer to participate in our education and outreach programs; and/or submit your manuscript for publication or your abstract for presentation at a conference. The personal data we collect varies based on the services we are providing and might include your name, institutional affiliation or company name, address, email address, area(s) of expertise, and other personal preferences that you voluntarily provide to us to assist us in providing the correct type of Society benefits and opportunities. If you make a payment or donation online, your credit/debit card information is *not* held by us; it is collected by our third-party payment processors, who specialize in the secure online capture and processing of credit/debit card transactions.

### **How do we use your personal data?**

We use your personal information to provide you with products you have ordered and services provided by the Society. This includes but is not limited to: email newsletters; print and online journals and newsletters; email reminders about Society benefits, including voting privileges, award and educational outreach opportunities, meetings and donation solicitations; email correspondence regarding our publications; and to facilitate your engagement with the broader evolutionary biology community. If you correspond with the Society for the Study of Evolution via e-mail, the postal service, our web forms, or other form of communication, we may retain the correspondence and the information it contains for business purposes.

We may also compile, anonymize, and/or aggregate personal data that were voluntarily given by you in order to understand our scientific community so that we can serve its legitimate interests, apply for grants to further the Society's mission, and analyze gaps in our membership community, our publications, or our services.

The Society does not sell or trade postal or email addresses to third parties.

### **Disclosure of Personal Data**

The Society shares your personal data with third parties that provide certain services to assist us in meeting our business and operational needs. These parties are authorized to process your personal data on the Society's behalf and pursuant to the Society's instructions, only as necessary to provide these services. Your personal data are shared with the following service providers:

- Providers of payment processing and accounting, as necessary to process payment
- Providers of back-office database and marketing systems
- Contracted vendors for certain events, including the annual scientific conference

The Society may also disclose Personal Data to third parties in the following circumstances:

- If you request or authorize its disclosure;
- The information is provided to comply with the law;
- To respond to a government request or to lawful requests by public authorities;
- To address emergencies, natural disasters, or other force majeure.

If the Society is involved in a merger, an acquisition, financing due diligence, reorganization, bankruptcy, receivership, sale or transition of service to another provider, your personal data and other information may be transferred to a successor or an affiliate as part of that transaction along with other assets. The Society collects, stores, and processes the information in the U.S. If you are outside the U.S., your Personal Data and other information will be transferred to the U.S. The data privacy and data protection laws outside your country may offer less protection than the laws in your country. By using the Society's services, you agree to the transfer of your personal data. If you do not agree to such cross-border transfers of your personal data, please do not submit them through the website.

### **How you can access and change information**

The Society acknowledges that you have the right to access your Personal Data. On the Society's website, which requires you to use your personal login and password,

you may access and edit some of your Personal Data directly. Personal data may also be changed by sending an email to the Society's Customer Service at [sse-manager@evolutionsociety.org](mailto:sse-manager@evolutionsociety.org). To request removal of your personal data, contact us at [sse-manager@evolutionsociety.org](mailto:sse-manager@evolutionsociety.org) and we will respond within a reasonable timeframe.

If you are an EU Data Subject, please see the "EU Data Subjects" section below for information on your rights in relation to the Personal Data we hold about you.

## **EU Data Subjects**

This section applies if you are a citizen of the European Union ("EU," "EU Data Subject"). For these purposes, the reference to the EU also includes the European Economic Area countries of Iceland, Liechtenstein and Norway and, where applicable, Switzerland.

Society for the Study of Evolution is the data controller for the processing of your Personal Data.

Subject to applicable law, you have the following rights in relation to your Personal Data:

- **Right of access:** If you ask, the Society will confirm whether it is processing your Personal Data and if so, provide you with a copy of those Personal Data (along with certain other details).
- **Right to rectification:** If your Personal Data are inaccurate or incomplete, you are entitled to have them rectified or completed. If the Society has shared your Personal Data with others, the Society will tell them about the rectification where possible. If you ask, where possible and lawful to do so, the Society will also tell you with whom we shared your Personal Data so that you can contact them directly.
- **Right to erasure:** You may ask the Society to delete or remove your Personal Data and the Society will do so. If the Society has shared your data with others, the Society will tell them about the erasure, where possible. If you ask, the Society will also tell you with whom your Personal Data was shared so that you can contact them directly.
- **Right to restrict processing:** You may ask the Society to restrict or 'block' the processing of your Personal Data in certain circumstances, such as where you contest the accuracy of that Personal Data or object to our processing it. The Society will tell you before it lifts any restriction on processing. If the Society has shared your Personal Data with others, the Society will tell them about the restriction, where possible. If you ask, the Society will also tell you with whom your Personal Data were shared so that you can contact them directly.
- **Right to data portability:** Effective 25 May 2018, you have the right to obtain your Personal Data that you consented to give or that is necessary to perform a contract with you. The Society will give you your Personal Data in a

structured, commonly used and machine-readable format. You may reuse your data elsewhere.

- **Right to object:** You may ask the Society at any time to stop processing your Personal Data, and it will do so, as the Society relies on a legitimate interest to process your Personal Data — unless we demonstrate compelling legitimate grounds for the processing, or if the Society is processing your Personal Data for direct marketing.
- **Rights in relation to automated decision-making and profiling:** You have the right to be free from decisions based solely on the automated processing of your Personal Data that affect you, including profiling, unless such processing is necessary for entering into, or the performance of, a contract between you and the Society or you provide your explicit consent to such processing.
- **Right to withdraw consent:** If the Society relies on your consent to process your Personal Data, you have the right to withdraw that consent at any time. This will not affect the lawfulness of processing based on your prior consent.
- **Right to lodge a complaint with the data protection authority:** If you have a concern about the Society’s privacy practices, including the way the Society has handled your Personal Data, you can report it to the data protection authority that is authorized to hear those concerns.

You may exercise your rights by contacting us at [sse-manager@evolutionsociety.org](mailto:sse-manager@evolutionsociety.org)

**Legitimate interest:** The Society’s processing of your data is necessary in order to deliver products and services to you. Membership, event registration or attendance and product purchase constitute a contract between the Data Subject and the Society. The Society uses data in ways that individuals would reasonably expect and have minimal privacy impact. Nonmembers opting into receiving content provide their consent to the Society to process their Personal Data. Nonmembers who are citizens of the EU have the same rights to their Personal Data as members.

### **Our Security Measures to Protect Your Personal Data**

We are committed to taking reasonable efforts to secure the information that you choose to provide us, and we use a variety of security technologies and procedures to help protect against unauthorized access to or alteration, disclosure, or destruction of Personal Data. We restrict access to Personal Data to our employees, contractors, service providers, Council and Committee leadership, who need to know the information in order to operate, develop, or improve our services.

No transmission of Personal Data over the internet can be guaranteed to be 100% secure. Accordingly, and despite our efforts, the Society for the Study of Evolution cannot guarantee or warrant the security of any information you transmit to us, or to or from our online products or services. The Society has no responsibility or liability for the security of information transmitted via the internet. If you have questions about this Privacy Policy or the security of your Personal Data, please contact us as indicated under the “Contact Us” section below.

We retain your Personal Data for as long as your account is active or as needed to provide you services, comply with our legal obligations, resolve disputes and enforce our agreements.

## **Contact Us**

If you have any questions about this Privacy Policy or our treatment of the information you provide us, please contact us at:

Address: 4475 Castleman Ave, St. Louis, MO 63110

Phone: 314-577-9566

Email: [sse-manager@evolutionsociety.org](mailto:sse-manager@evolutionsociety.org)