

International Sociology of Sport Association (ISSA)

Privacy Policy

ISSA recognises the importance of protecting the personal information collected from members and others in the operation of its services and of taking reasonable steps to maintain the security, integrity and privacy of any information in accordance with this Privacy Policy. By submitting your information to ISSA, you consent to the practices described in this policy.

This Privacy Policy describes how ISSA collects and uses the personal information you provide to us. It also describes the choices available to you regarding our use of your personal information and how you can access and update this information.

Data Controller and Data Protection Officer

ISSA is the controller and responsible for your personal data (referred to as 'we', 'us' or 'our' in this privacy notice). We are a registered charity in England and Wales (Number 1158978) and constituted as a Charitable Incorporated Organisation.

We have appointed a Data Protection Officer (DPO) who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact our DPO using the details set out below:

FAO The President
International Sociology of Sport Association
Wheelwright Cottage
Little Bristol Lane
Charfield
Glos GL12 8LL, UK
Email address: president@issa1965.org

You have the right to make a complaint at any time to the Information Commissioner's Office (the "ICO"), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

Information collected

Most of the information used in running ISSA and its activities is collected and maintained on our behalf by one of our two main contractors (or by their sub-contractors). They are Sage Publications (Sage) for the *International Review for the Sociology of Sport* (IRSS) and for membership; and International Congress Services Ltd (ICS) with regard to the World Congress of Sociology of Sport. We may also appoint other contractors from time to time. In addition, we collect information ourselves on committee members, speakers at our meetings, journal editors and others with whom ISSA interacts during its daily business.

Personal information collected by Sage is handled according to the [Sage Privacy Policy](#) and information collected by ICS is handled according to their [Privacy Policy](#). Information collected directly by ISSA is governed by this Privacy Policy. The information is likely to include:

- Name and title
- Contact details (address, phone, email, Twitter etc)
- Academic post and qualifications
- Interests
- Details of publications and presentations
- Details of posts held with ISSA
- Other material pertinent to any service you are receiving from ISSA or any project on which you are engaged with ISSA.

Use of your information

ISSA and its contractors and subcontractors may use your personal information in the performance of any service we or they provide to you, in communications of the kinds typical to the running of associations such as ISSA, in connection with any services provided to you by ISSA, and in connection with any project on which you collaborate with ISSA.

Members will automatically receive information emails, but can opt out of these if they wish. Non-members may be invited to opt in to some services, such as the e-newsletter and can opt out at any time.

We may also use your data in one or all of the following ways: to provide information and marketing and to assess the effectiveness of such activities; to modify, improve or personalise our services, products and communications; to detect fraud; to investigate suspicious activity and otherwise to keep our information safe and secure; and to conduct data analytics.

In addition, we or our contractors may use your information in the following ways (after obtaining your consent if required, for example if you are not a member):

- To provide you with information about ISSA's products and services that you request from us;
- To provide you with information about other products, events and services we offer that are either (i) similar to those you have already purchased or inquired about, or (ii) entirely new products, events and services;
- To conduct surveys of members and service users;
- For internal purposes to help enhance, evaluate, develop, and create websites (including usage statistics, such as page views), products, and services;
- To notify you about changes or updates to our websites, products, or services;
- To administer our services and for internal operations, including troubleshooting, data analysis, testing, statistical, and survey purposes;
- To allow you to participate in interactive features of our service; and
- For any other purpose that we may notify you of from time to time.

Personal information collected by ISSA itself will not be kept longer than is necessary for the purpose for which it was collected. This means that, unless information must be retained for legal or archival

purposes, personal information will be securely destroyed, put beyond use or erased from our systems when it is no longer required or, where applicable, following a request from you to destroy or erase your personal information. However, information on members, delegates and other service users may be retained for some time after membership has been cancelled or lapsed, or after the service provision is completed.

Disclosing and sharing your information

ISSA will not disclose to, or share your personal information with, any unaffiliated third party except as follows:

- Where necessary in connection with services provided by contractors who provide us with services such as membership administration, financial management, event management, and journal services;
- Where ISSA is required to disclose personal information in response to lawful requests by public authorities and government agencies, including to meet national security or law enforcement requirements; to comply with legal process; when we believe in good faith that disclosure is necessary to protect our rights, or to protect the rights, property or safety of our services, users or others; and to investigate fraud.

Interactive communication facilities

Should ISSA provide interactive networking facilities such as bulletin boards, if you directly disclose personally identifiable information or personally sensitive data through that facility, this information may be collected and used by others. Please note that ISSA does not read any of your private online communications.

Cross border transfers

ISSA's contractors (or their sub-contractors) may transfer your personal information outside of your country of residence as specified in their Privacy Policy. ISSA itself will only transfer information as required for communications between individuals in pursuit of our normal academic activities.

By submitting your personal information, you agree to this transfer, storing or processing of your information. We will take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this Privacy Policy and all applicable data protection laws.

Security

Where ISSA collects or stores information itself, we will use appropriate physical, technical and administrative safeguards to protect your data. Access to your personal data will be restricted to only those who need to know that information.

Your rights

You have the right to make a written request to be informed whether or not we or our contractors hold or process any of your personal information (email president@issa1965.org) or email the contractor direct as specified in their privacy policy). In your written request to us, you may:

- Request that we provide you with details of your personal information that we process, the purpose for which it is processed, the recipients of such information, the existence of any automated decision making involving your personal information, and what transfer safeguards we have in place;
- Request that we rectify any errors in your personal information;
- Request that we delete your personal information if our continued processing of such information is not justified;
- Request that we transfer your personal information to a third party;
- Object to direct marketing from us; and
- Object to processing for purposes of scientific, historical research and statistics.

Where applicable, we will not use your personal information for marketing purposes, nor disclose your information to any third parties, unless we have your prior consent, which we will seek before collecting your personal information. Most such information is collected on our behalf by our contractors, who will enable you to exercise your right to prevent such processing by checking certain boxes on the consent forms used when collecting your personal information. If at any point you wish to review or change your preferences, you can use the 'opt-out' or unsubscribe mechanism or other means provided within the communications that you receive from us or our contractors or by sending an email to them. Note that you may still receive transactional communications.

Third parties

Please be aware that websites of third parties (to which we may provide links) are subject to their own privacy and data protection policies and are not covered by our Privacy Policy.

Changes to Privacy Policy

ISSA reserves the right to modify our Privacy Policy at any time without notice. Any changes to the Privacy Policy will be posted on this page and will become effective on the date of posting. We encourage you to periodically review this page for the latest information on our privacy practices.

Recourse

Any comments, complaints or questions concerning this policy or complaints or objections about our use of your personal information should be addressed by directing your comments to ISSA's Data Protection Officer at president@issa1965.org or to the relevant contractor's Data Protection Officer, whose contact information will be found in their Privacy Policies above.