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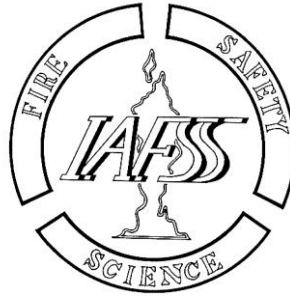
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IAFSS is registered in England and Wales as a charity, No 800306

## IAFSS Privacy Policy

This Privacy Policy explains how and why IAFSS collects and uses your personal data when you visit our website, become an IAFSS member, attend one of our events, or join one of our working groups or committees.

Please read this Privacy Policy carefully so that you are aware of how and why we use your personal data.

It is important that the personal data we hold about you is accurate and current. Please let us know if your name, contact details, or other personal data changes.

### Who are we?

When we refer to “we” or “us” in this Privacy Policy we are referring to the International Association for Fire Safety Science or **IAFSS**. We are responsible for deciding how we hold and use personal data about you.

If you have any questions about this Privacy Policy or our treatment of the personal you provide to us, please contact the IAFSS Secretariat at: [Office@iafss.org](mailto:Office@iafss.org)

### What is personal data?

Personal data means any information from which you can be identified, such as your name, your home address, your personal email contact details, or your telephone number.

Personal data does not include information where your identity has been removed (anonymous data).

Special category personal data is personal data about your race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation. These types of personal data require a higher level of protection.

### What personal data do we collect and how do we use it?

#### Members

When you register as a member using the form on our website <https://iafss.org/> we ask you to give us your:

- title, first and last name, gender identification;
- postal address, email address and telephone number;
- affiliation, career level and areas of interest;
- job title and place of work;
- expected graduation date (if applicable for early career members).

We use this information to: register; work toward diversity, equity and inclusivity in committees; and keep in touch with members.

We also ask you to create a unique username and password to enable you to log in to the member area on our website. You can update your personal data at any time by logging into your member profile.

### Student Members

IAFSS invites registered academic members (e.g., university advisors, supervisors or tutors) to nominate students for free IAFSS membership. We ask our academic members to send us the following personal data about their students: first and last name, postal address, email address and end date for studies. We use this information to register students for free membership and to keep in touch with them, including when they graduate.

Students who are not nominated by an IAFSS academic member may apply for membership, provided they meet the qualifying criteria. We ask these students to send us the following personal data directly: first and last name, postal address, email address and end date of studies. We use this information to register student members and to keep in touch with them, including when they graduate.

### Member emails

We send emails to all members with newsletters and information about IAFSS events, including conferences, symposia and workshops. We also let members know about events being run by partner organisations such as the Asia-Oceania Symposium on Fire Science and Technology (AOSFST) and the European Symposium on Fire Safety Science (ESFSS).

We keep members updated by email with information about emerging research and on-going activities in the research community.

We also send emails to let members know when it is time to renew their membership and we email members with information about voting. From time to time, we send surveys to members by email.

### Management and Executive Committees

When a member stands for election to the IAFSS Management or Executive Committee, they are asked to provide a short biography, which is sent to all members along with voting information. The biography may also be made available on the IAFSS website. We also ask for a photo which will be displayed on the IAFSS website. Photos may remain posted on the website for as long as the member holds office.

### Working Groups and Committees

We keep a record of members that take part in IAFSS Working Groups and Committees. We also keep a record of minutes from meetings of these groups, which may include member personal data (for example, a list of people who were present at the meeting).

If members choose to take part in a working group or committee, they may be invited to join a social media group used by the committee or working group. It is the member's choice to join a social media group and/or to share personal data on the group.

We may ask leaders of our Working Groups and Committees to provide a photo and brief biography for posting on the IAFSS website.

### Member forum

Members may choose to use the member forum on our website. Messages posted in the forum will only be visible to other members and will not be accessible to members of the public.

We will keep a log of posts on the member forum and we will monitor the messages that are posted.

### Events and Webinars

If you register to attend one of our events, we may ask you to provide additional personal data. For example, we might ask you to let us know if you have any allergies or dietary requirements if we are

providing catering at the event. We may also ask you to let us know if you have any access requirements so that we can ensure the venue that we use for our events is accessible for you.

If you present a webinar or deliver a talk for IAFSS, we may ask you to give us a short biography so that we can include this in material promoting the event or accompanying the webinar or video of the talk. We may also post the video on our YouTube channel.

### Visitors to our Website

Our website is not intended for children and we do not knowingly collect data relating to children.

Our website uses cookies to collect personal data about how when you use the website. Our Cookies Policy has information about how we use cookies on our website.

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites. When you leave our website, we encourage you to read the privacy policy of every website you visit.

### Queries and Complaints

If you send a query or complaint to us, we will use the personal data you provide (for example, your name and the name(s) of any other individuals involved) to process your query or complaint and respond to you. If we consider it necessary or appropriate, we may share this information with third parties such as a regulator or law enforcement body. See also the IAFSS Feedback and Complaints Procedure.

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

We share personal data with our external service providers:

- Our website is hosted by Gecko Designs - <https://www.geckodesigns.com/> and personal data that is shared via the website (for example, when someone completes a form to register as a member) is stored on Gecko's secure servers.
- We use PayPal for all financial transactions,
- We share names and email addresses with MailChimp to send out emails to members.
- We use SurveyMonkey for voting and surveys.
- Members may be asked to share personal data directly with third parties, for example when they register for an event via the host's registration system.

We may also disclose your personal data:

- to our professional advisers, for example, our accountants, auditors, bankers, insurers and lawyers;
- if we are under a legal duty to disclose or share your personal data (for example, if required to do so by a court order or for the purposes of prevention of fraud or other crime);
- where we need to share your personal data with a regulator (for example, reporting a data breach);
- as part of a sale, transfer or merger of parts of our organisation or our assets.

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

We are committed to taking all reasonable efforts to secure the personal data that you choose to provide us, and we restrict access to personal data to our staff, contractors and service providers who need to know the information in order to operate, develop, or improve our services.

Unfortunately, no transmission of personal data over the internet can be guaranteed to be 100% secure and IAFSS has no responsibility or liability for the security of information transmitted via the internet.

## **If you are in the EEA or the UK**

This section applies if you are located in the European Economic Area (EEA) or the United Kingdom (UK).

### Our lawful basis for using your personal data

We only use your personal data when it is fair and the law allows us to.

We use member personal data when it is necessary for us to enter into, or perform, a contract that we have with members. This includes taking membership subscriptions and communicating with members to enable them exercise their rights to vote.

We also use personal data when the law requires us to. This includes complying with health and safety laws at events, and complying with finance, taxation and anti-fraud laws.

We use member personal data when we have a legitimate interest and we are satisfied that our interests and fundamental rights do not override the individuals' interests. Our legitimate interests include:

- Sending emails to members with information about member benefits, including newsletters, events and research activities.
- Keeping in touch with members and student members to let them know when their membership is due to expire.
- Using biographies of members who deliver talks or webinars for IAFSS or who stand for election to the IAFSS management or executive committees.
- Monitoring and maintaining records relating to working groups, committees and our member forum.

We may sometimes ask for your consent to use your personal data, for example, if we ask you to provide special category personal data about your health or religious beliefs in connection with an event we are running. You can withdraw your consent at any time.

### International transfers

We are an international organisation and we use service providers based around the world.

Whenever we transfer your personal data out of the EEA or the UK, we take steps to ensure a similar degree of protection is afforded to it by ensuring safeguards are implemented in accordance with applicable data protection laws. Please contact us if you want further information on the specific safeguards we use when transferring your personal data out of the EEA or the UK.

### Retention

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

We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of a legal claim connected to our relationship with you.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means.

### Your rights

You have the right to:

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- **Request access** to your personal data (commonly known as a subject access request). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Ask us to **correct personal data** that we hold about you which is incorrect, incomplete or inaccurate.

In certain circumstances, you also have the right to:

- Ask us to **erase your personal data** from our files and systems where there is no good reason for us continuing to hold it.
- **Object to us using your personal data** to further our legitimate interests (or those of a third party) or where we are using your personal data for direct marketing purposes.
- Ask us to **restrict or suspend the use of your personal data**, for example, if you want us to establish its accuracy or our reasons for using it.
- Ask us to **transfer your personal data** to another person or organisation.

You also have rights in relation to any **automated decision making** which has a legal effect or otherwise significantly affects you, but IAFSS does not currently use automated decision making in this way.

If you want to exercise any of these rights, please contact please contact the IAFSS Secretariat at: [Office@iafss.org](mailto:Office@iafss.org).

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We encourage you to contact us first if you are unhappy with the way we are using your personal data. If you are not satisfied with the response you receive from us, you have the right to make a complaint at any time to the supervisory authority for data protection in your country.

## Changes to the Privacy Policy

As IAFSS changes and evolves over time, we may update this Privacy Policy to reflect changes to our information practices. We reserve the right to amend the Privacy Policy at any time, for any reason, and may do so by posting a new version online. Your continued use of our website and/or continued provision of personal data to us will be subject to the terms of the then-current Privacy Policy and we encourage you to periodically review this page for the latest information on our privacy practices.

## Version control

Date	Action	Next review
	New policy	N/A
<b>30 August 2022</b>	<b>Policy reviewed and approved by the Board of Trustees</b>	<b>No later than June 2024</b>