

Catholic Theological Society of America Privacy Policy

The Catholic Theological Society of America (CTSA) collects personal data in order to serve its members, exhibitors, and contacts. To protect its members', exhibitors, and contact's personal data, the CTSA has developed the following policies

1. The CTSA will limit the personal data collected from its members, exhibitors, and contacts to only what is necessary to confirm the member's membership eligibility; maintain contact with the member; perform demographic data analysis; participate in the annual convention, e.g. program, register, scholarship, publication of the *Proceedings*; post comments on the Society's blog; and other activities related to the CTSA. Each member has the ability to edit personal data provided in his or her profile, thus limiting the data viewed by members only via the CTSA directory.

Examples of the type of data collected:

Member Information

Name
Email address
Telephone number(s)
Address
Gender
Religious Affiliation
Ecclesial Status
i.e. Lay, Ordained, Religious Life
Ethnicity

Member's Employment

Affiliation and its address
Affiliation telephone #
Professional status
Position held

Member's Degree

Graduate Degree
Year of Degree
Granting Institution
Dissertation title

Publications

Up to 3 publications listed

Convention Registration Purposes

Name	Address	Telephone number
Email	Affiliation	
Emergency Health Contact	Emergency Health Contact's telephone number	

Convention Program Purposes & Publication of the Annual Convention *Proceedings*

Name	Affiliation
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2. Membership data will be retained in the CTSA archives as proof of membership. Data collected by the CTSA required for tax records will be retained for 7 years for tax auditing purposes. Convention related materials, e.g. *Proceedings*, will be retained for historical purposes at the CTSA's archives. The annual *Proceedings* is published and available in an open format to the public via Boston College's e-journals webpage (see <https://ejournals.bc.edu/ojs/index.php/ctsa/issue/archive>).

3. Membership data is stored on Amazon Web Services (AWS) via the CTSA's website host and data processor Wild Apricot. AWS is the world's largest cloud provider, offering the most robust and reliable platform.

- AWS is a secure, durable technology platform with industry-recognized certifications and audits: PCI DSS Level 1, ISO 27001, FISMA Moderate, FedRAMP, HIPAA, and SOC 1 (formerly referred to as SAS 70 and/or SSAE 16), SOC 2 and SOC 3 audit reports.
- The AWS infrastructure puts strong safeguards in place to help protect customer privacy. All data is stored in highly secure AWS data centers.
- AWS storage solutions deliver highly scalable, durable, and reliable cloud storage with robust data protection.

Currently, the main Wild Apricot solution is distributed over one AWS Region with at least three Availability Zones (data centers). All backups are delivered to separate regions. Wild Apricot uses a set of high reliable services/solutions provided by AWS. Wild Apricot constantly improves and expands its services, applying best efforts to provide high level of services.

Convention registration data, exhibitor information, contact data and website/membership data back-up files are stored at the CTSA's National Office located at 1 John Carroll Blvd., University Hts., OH 44118, USA. Membership archives are stored at the American Catholic History Research Center and University Archives, The Catholic University of America, Washington, DC. *E-Proceedings* archives are stored at Boston College, Chestnut Hill, MA.

4. The CTSA will never release or sell a member's email address or telephone number. Occasionally, the CTSA will sell domestic members' name and mailing address to publishers for the purpose of distributing publisher publications to the CTSA membership via the U.S. Postal Service. The Executive Director approves the content and distribution of the mailer.

5. Requests to remove personal data or withdraw consent to utilize personal data should be submitted in writing to the Catholic Theological Society of America, 1 John Carroll Blvd., University Hts., OH 44118, USA. Note that personal data related to documents retained for tax purposes will not be destroyed until no longer required for auditing purposes. Presenter's names and affiliations published in the CTSA's print program or annual *Proceedings* are not able to be removed.

6. In compliance with the European Union's General Data Protection Regulation (GDPR) of 2018, the CTSA's Executive Director will contact the appropriate national protection authority and any member affected by a breach of personal data, if the controller determines that the breach is likely to result in a high risk to the rights and freedoms of data subjects. These parties will be contacted within 72 hours after the CTSA is made aware of the breach

Definition of personal data breach: A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored or otherwise processed.

The data controller will report to the national protection authority and the member the following:

a. A description of the "nature of the personal data breach," including the number and kinds of data records affected.

b. The data controller's contact information.

National Office Location and Contact Information

Catholic Theological Society of America
c/o John Carroll University
1 John Carroll Blvd.
University Hts., OH 44118 USA

Data controller: Mary Jane Ponyik
Executive Director

Email: ctsaed@gmail.com
Phone: 440-360-0816

c. An outline of the likely consequences of the breach.

d. A description of how the data controller proposes to address the breach, including measures to mitigate its possible adverse effects.

The CTSA's privacy policy is posted on the CTSA's website <https://www.ctsa-online.org> pages. A link and a check off box indicating agreement to the policy is listed on every CTSA form where personal data is collected for members who live in the European Union. A person who completes and submits any CTSA form provides his or her consent to the Catholic Theological Society of America to retain the submitted data as necessary for the purpose outlined in the form. See the above guidelines regarding the CTSA's retention of personal data.

Questions or concerns related to the CTSA's Privacy Policy may be emailed to Mary Jane Ponyik, Executive Director, CTSA at ctsaed@gmail.com