

## **Privacy and Security Policy for the Iowa Society of CPAs**

The Iowa Society of CPAs knows how important it is to protect the information provided by our members and visitors to our website. This statement discloses the privacy practices for the Iowa Society of CPAs' website, whose domain name is [www.iacpa.org](http://www.iacpa.org). Questions regarding this statement should be directed to [iacpa@iacpa.org](mailto:iacpa@iacpa.org). You may also contact the Society by phone at 515.223.8161, 800-659-6375, or mail at 1415 28<sup>th</sup> St., Suite 450, West Des Moines, IA 50266-1419.

The ISCPA has adopted the following information management guidelines, which are based on our existing policies for protecting members' privacy. These guidelines have been developed with the understanding that they may change as our online business model continues to evolve. Changes to the guidelines will be posted on this page.

The ISCPA is not responsible for content or policies that may be associated with any website or online company to which the ISCPA may be linked.

### **Information Collection**

When ordering, subscribing or registering for a product (including educational programs) on ISCPA's website, you may be asked to provide the following information:

- Name
- Mailing address
- Firm/Business
- E-mail address
- Telephone number
- Fax number
- Credit card information

To update your member record, you may update your [member profile at www.iacpa.org](http://www.iacpa.org) or call the Society office.

### **Information Use and Disclosure**

ISCPA does not release member e-mail addresses. Other personal information such as name, employer and mailing address may be released to a third party affinity/member program provider who has been approved by the ISCPA.

ISCPA will remove any member's name (and his or her personal information) from any mailing list upon request. To request that your name be removed from any mailing list, please contact [iacpa@iacpa.org](mailto:iacpa@iacpa.org).

### **Data Security**

In order to secure and safeguard the information collected on ISCPA's website, including restricting unauthorized access, maintaining data accuracy, and ensuring the appropriate use of information, ISCPA has designed and instituted appropriate physical, electronic and administrative procedures. To ensure the security of your confidential account information, we offer the industry standard security measures available through your browser called SSL

encryption. No credit card information is stored in the membership database. While ISCPA believes these procedures are adequate, we cannot guarantee their absolute performance. If you choose not to submit your information online, you may do so by telephone or mail.

### **Data Quality and Access**

Should you be concerned about the accuracy of any information we have in our database concerning you, you may request a copy of your records by contacting the ISCPA office. We will send you a copy of your records for your review and update if needed or you may access your membership profile information online at [www.iacpa.org](http://www.iacpa.org).

Once your information is in our database it is protected from outside access and, except otherwise described above, our employees are not permitted to disclose any information concerning ISCPA members to outside individuals or organizations.

### **What About Cookies**

Cookies are text files we place in your computer's browser to store your preferences. Cookies are used to understand site usage and to improve the content and offerings on our site. For example, we may use cookies to personalize your experience at our web pages (e.g., to recognize you by name when you return to our site), save your password in password-protected areas, and enable you to use shopping carts on our site. ISCPA will use all of the information collected for internal purposes only, such as statistical analyses to assess interest in specific areas of our Web site, or to contact you via e-mail or other conventional means to keep you informed of issues, products, and services.