



AMISA Privacy Policy

(June 6, 2018)

As part of our ongoing commitment to protect and secure your data, we have updated our Privacy Policy to incorporate elements of the General Data Protection Regulation (GDPR) standards. While this new legislation only affects EU citizens, we are taking this opportunity to make data protection and privacy improvements for all of our association members and contacts.

AMISA collects a variety of data about institutions and individuals in line with our mission “to provide and promote programs and services to member schools whose primary language of instruction is English in order to enhance the quality of American and international education in the Americas” and we carefully consider what information is necessary to achieve this aim. We respect your privacy and have implemented technology and procedures with the objective of protecting your data from unauthorized access and improper use. Information may be collected from individuals and/or institutions that visit our blog or website, register for an event, complete a survey or utilize our services.

What information does AMISA collect?

We collect a variety of data on an institutional and individual level to provide member schools, associate members, recruiting candidates, and educators in our region with services and information.

Recruiting Service Candidates

We collect information to review and assess your qualifications for international employment, for instance: areas of expertise, employment history, education history, professional development courses and criminal background checks.

School and Partner Member Contacts

We collect basic data such as name, email and institutional affiliation from staff employed by member schools and partner members.

Surveys

We administer a variety of surveys that collect a wide range of data from school staff, students, parents, board members and alumni. Some surveys collect personally identifiable information while others only collect demographic data.

Member Schools

Self-reported institution-level data is collected through AMISA Recruiting Portals and via surveys. Individual and institutional-level data is collected and utilized to facilitate payment processing and for registering to attend events.

Public Website (www.amisa.us)

We do not use cookies to learn more about the way you interact with our content. However, some of the functions within our website link to third-party suppliers; for example, when you visit a page with videos embedded from or links to YouTube. These videos or links (and any other content from third party suppliers) may contain third party cookies. You may consult the policies of these third-party websites for information regarding their use of cookies.

How does AMISA use and share your information?

We will follow the terms of this privacy policy. Personally identifiable information will not be disclosed without your permission unless we are legally entitled or required to do so, such as by a legal process or to prevent fraud or another crime or if we believe that such action is necessary to protect and/or defend our rights, property or personal safety and/or those of our users/members or other individuals. We do not sell information to third parties.

AMISA Recruiting Service Portals

To access the AMISA Portals, our technology platform uses your email or personally generated user name and a personally generated password to grant access.

Job Placement

Information is shared with school recruiters related to job vacancies that match your interests, areas of expertise and preferences. We collect references and other documentation for candidates seeking jobs and share those documents with school recruiters.

Events

We may use an event app or share materials to promote networking at our events. If you are registered to attend an event, your name, email and school will be shared with other participants attending the event.

Membership List (posted on www.amisa.us)

Some institution-level data about your school or company is shared through the AMISA membership list. The primary purpose of the membership list is to help third parties, companies, and potential member schools identify AMISA member schools and partner members they may have interest in. Additionally, individuals seeking new employment opportunities may use this list to learn more about your institution.

Communications

We send regular communications to inform you of services available as part of your membership, and to conduct association business as noted in the membership agreement.

How does AMISA store and secure information?

We have implemented technology and policies with the objective of protecting your data from unauthorized access and improper use and will update these measures as new technology becomes available. We work with several data processors to deliver services to members. These processors include, but are not limited to, customer data management, event registration, online reporting and payment processors. These data processors will not use your personal information for any purpose other than what we have agreed with them.

AMISA is a non-profit membership association that engages in activities mainly in the USA and Latin America. We may also have recruiting service candidates and other affiliates that are worldwide.

Recruiting Service Candidates and Recruiters, Member Schools, and Associate Members Access to Data

Data may be accessed and edited by logging on to the password-protected AMISA Recruiting Service Portal. If you are no longer using our recruiting services you can delete your own data; however, if you would like us to delete some or all the personal or institutional information we have about you, please email recruiting@amisa.us

How long does AMISA keep data?

Retention periods vary depending on the category of data. Our policy is to keep data for as long as necessary to fulfill the originally-intended purpose.

Changes to the AMISA Privacy Policy

From time to time, we may make changes to this privacy policy. If we make any substantial changes to this privacy policy and the way in which we use your personal data, we will post the changes on this page and will do our best to notify you of any significant changes. Check our privacy policy on a regular basis

GDPR Rights

Information about the European General Data Protection Regulation (GDPR) can be found [here](#). GDPR outlines six rights for individual EU citizens in relation to their data.

- **Right to Access:** You can access all or most of the data we have about you through the AMISA Recruiting Service Portal. If you believe there is other data we have that you would like access to please email us at: recruiting@amisa.us
- **Right to Rectification:** We strive to keep records accurate. If you would like to modify an inaccurate record, in most cases you can edit the data yourself through the Recruiting Service Portal. In all other cases, contact us at recruiting@amisa.us
- **Right to Data Portability:** If you would like a copy of your personal data to transfer to a new system, please email recruiting@amisa.us
- **Right to Object:** You can object to our processing your data in certain circumstances. Please email recruiting@amisa.us with more information about your request and reason for objecting.
- **Right to Restrict Use:** You can request that we restrict the processing of your data in certain circumstances. Please email recruiting@amisa.us with more information about your request and reason for objecting.
- **Right to Erasure:** You can request that we delete your data in some circumstances, however, in most cases you can erase it yourself through the Recruiting Service Portal. Please email recruiting@amisa.us with more information about your request.