

Policy Thirteen

IAWP INTERNET AND DATA RESOURCES

1. Purpose

The purpose of this policy is to identify the IAWP Internet resources and to establish organizational controls and responsibility for those assets.

2. Objective

To recognize Internet holdings as tangible IAWP assets and to support the IAWP Mission, Vision and Values through those assets.

3. Definitions

3.1. The Internet is defined as the shared global computing network which enables communications between connected computing devices. It provides for email services and the World Wide Web (www).

3.2. The IAWP Website(s) is a set of Internet web pages created and maintained as a collection of information by and on the organization.

3.3. The IAWP Domain Names identify IAWP Internet sites. The IAWP permanent domain names are IAWP.org and IAWPF.org. IAWP temporary domain names include training event domain names such as IAWP2017.org, IAWP2018.org. IAWP may establish any future names to support and conduct its business. The domain names constitute an asset to the organization.

3.4. The IAWP Internet Services are web utilities rented, licensed or purchased for use by the organization. Internet services include: online services for internet merchant accounts, video channel, blogs, photo sharing, web hosting space, and PayPal or similar services.

3.5. A third-party service provider is a company which delivers Internet products used by the IAWP such as WildApricot.

3.6. IAWP Internet Assets are the combined Internet Holdings of the organization.

3.7. Data Controller is the IAWP organization with “control” over membership data.

3.8. Data Processors are the IAWP officials who have access to and process member data on behalf of the IAWP. There are two officials who are data processors for IAWP membership: the Treasurer and the Member Services Manager.

4. Duties and Responsibilities

4.1. The IAWP President shall:

- 4.1.1. Appoint a Webmaster to acquire, manage, and oversee IAWP Internet holdings including websites, domain names, and related services.
- 4.1.2. Periodically review and approve, add to or terminate, services and fees associated with IAWP Internet assets; and, authorize the Treasurer to fund or discontinue funding same.

4.2. The Webmaster shall:

- 4.2.1. Establish and maintain / oversee IAWP Internet assets and Internet services.
- 4.2.2. Provide service access details to the President, Executive Director and the Treasurer as acquisitions and terminations occur.
- 4.2.3. Provide reports, analysis, guidance and assistance as needed or requested on IAWP Internet matters.
- 4.2.4. Work with the Treasurer to provide merchant account and payment services for the IAWP through Internet merchant service providers such as PayPal.

5. The purpose of the IAWP organizational web pages shall be:

- 5.1. To educate and provide information about the organization, its history, mission, goals, programs and events.
- 5.2. To provide for recruitment and outreach to IAWP members and the public.
- 5.3. Supportive of women in law enforcement in accordance with the IAWP vision, mission, goals, and guiding values.
- 5.4. Any additional purpose which supports the IAWP and furthers its goals.

6. Internet Mail

- 6.1. Internet mail (email) is increasingly a major form of communication.
- 6.2. Expenses for Internet service or email access shall not be reimbursed by the IAWP unless specifically approved by the Board of Directors.
- 6.3. Email addresses shall be routine contact information provided by IAWP Board Members and will be available through the website(s).
- 6.4. IAWP cannot guarantee privacy regarding the use of email addresses.
- 6.5. The IAWP President is authorized to provide Internet services when needed to further IAWP purposes.

7. Privacy Policy and Access to IAWP Member Directory

No member shall make available for personal, bulk or public use the details on any member without the member's consent for the disclosure. This also prohibits members from soliciting other members using the contact details contained in the Member Directory.

8. Member Data

8.1. Access to Member Data

- 8.1.1. IAWP may also give limited access to processors to manage registrations for conferences.

8.2. In case of a Data Breach

- 8.2.1. If a data breach occurs, the service provider, Wild Apricot, will notify IAWP (data controller) which will notify IAWP members within 72 hours of first having become aware of the breach.
- 8.2.2. The IAWP will provide as much detail as is authorized for release to impacted members. The data processor(s) will respond to requests from individual members for information and assistance which can be provided under the circumstances.

8.3. Deleting Member Records

- 8.3.1. Members have the right to have their data deleted entirely from IAWP's database when forfeiting their membership. A forfeiture occurs automatically upon non-renewal of dues or at any time upon the request of a member.
- 8.3.2. A request for deletion can be given to any IAWP Official and/or Regional Coordinator who will arrange for the record deletion. This right is known as "Right to be Forgotten" and "Data Erasure."

8.4. Non-Disclosure of Data

- 8.4.1. IAWP does not sell, trade, or otherwise transfer to outside parties any data related to membership status, email address, or any personally identifiable information. This does not include IAWP authorized individuals managing member records or trusted third parties who assist in operating the IAWP website, conducting IAWP business, or serving IAWP members, so long as those parties agree to keep the information confidential. (An example would be the company who mails the magazine has access to member name and postal mailing address.)
- 8.4.2. Individual member data may be released when appropriate to comply with the law, enforce our site policies, or protect the rights of IAWP or other parties, property or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising or other uses. (An example would be page hit statistics which are only numbers of hits to a webpage.)

Amended April 12, 2002

Amended April 3, 2004 – format only

Amended September 18, 2009 – to content and format

PROPOSED Policy ~~September 2010~~ October 2012

***Amended September, 2017 (combines this policy and “Use of Technology”
adopted in April, 2013).
Amended August 2018***