

Society of Women in Marine Science Privacy Policy

The aim of this document is to outline what data the Society of Women in Marine Science (“SWMS”) collects, why it is collected, how it is stored, and how it is protected.

If you believe SWMS to be in breach of this policy, or would like to request retraction of your data in line with this policy, please get in touch via swms.general.contact@gmail.com.

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Who is SWMS as a data collecting body?

SWMS is a US registered 501(c)3 non-profit membership organization supporting women in marine science. As a result SWMS collects data on its registered members for a number of reasons, across a range of platforms used to support the organization's activities.

These platforms include:

- The SWMS website: <https://swmsmarinescience.com/> & hosting through Bluehost
- Membership registration and payment platforms: Memberful & Stripe
- Mailing platform: Mailchimp
- Survey platform and membership data storage: AirTable & Google Drive (Forms)
- Networking platform: Slack

Why does SWMS collect data?

Our data collection is generally constrained to two purposes:

1. Personal details collected as part of the membership registration process used to contact you about your payment and membership status
2. Contact details collected across a variety of platforms when you interact with us so that we can keep you up to date with SWMS activities

Periodically we also survey our members for demographic information which is aggregated, and used to inform our practices. This is information like gender and race across members allowing us to understand who our members are, how to serve members, and what other groups/demographics we might want to reach out to

Through other platforms as listed above, we may also collect your typical internet browsing information when you are on our website (cookies), and other aggregated data such as click rates within our newsletters.

The following sections will outline which platforms collect what data, how it is stored and used, how SWMS complies with data protection laws, and how SWMS protects you.

What data does SWMS collect and who do they share it with?

This provides a breakdown by platform of the information SWMS collects, whether it is collected automatically or via input from the user, and who the responsible party for the data is. Where SWMS is not the responsible party for owning the data the third party's privacy policy will be linked.

SWMS Website (Collector, Storage, and User)

WordPress and Bluehost

Data collected:

- Browsing data while you are on our webpage; length of time spent on the page for example
- Some of our other applications are linked via the website. These collect data requiring input from you.
- When you sign up to be a member, the Memberful app automatically creates a WordPress login for you (username, password, email address); these details are stored in WordPress and Bluehost
- When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection. An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: [Privacy Policy – Automattic](#). After approval of your comment, your profile picture is visible to the public in the context of your comment.
- If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.
- Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.
- If you request a password reset, your IP address will be included in the reset email.
- Akismet collects information about visitors who comment on the website which uses their anti-spam service. The information collected typically includes your IP address, user agent, referrer, and Site URL (along with other information directly provided by the commenter such as their name, username, email address, and the comment itself).

Cookie data is collected automatically when you use the website. If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year. If you visit our login page, we will set a temporary cookie to determine if

your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser. When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed. If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

WordPress [Cookie Policy](#)

Registration data is collected from the user, when submitting information via a link on our website.

WordPress [Privacy Policy](#)

Memberful (Collector)

Data collected:

- Full name
- Email address

Collected on input from the user, accessed via a link on our website

Independent controller of data: SWMS

[Memberful Privacy Policy](#)

The relevant clause for how they treat data we store with them, about you, is as follows:

"Memberful has no direct relationship with the end users whose personal data it processes. An individual end user who seeks access, or who seeks to correct, amend, or delete inaccurate data should direct their query to the Memberful customer (the data controller - SWMS) whose Memberful Enabled Site you are using. If requested to remove data we will respond within a reasonable timeframe. In certain circumstances we may be required by law to retain your personal information, or may need to retain your personal information in order to continue providing a service."

Stripe (Collector)

Data collected:

- Full name
- Billing and shipping addresses
- Payment currency
- Payment amount
- Payment method
- Card details

Collected on input from the user, accessed during Memberful registration process

From the GB Privacy Policy:

“If you are a Customer, when you make payments to, or transact with a User through Stripe’s Services or a Stripe provided device, we will receive your transaction information. If you are transacting directly with Stripe, we receive the information directly from you. If you are transacting with a User, depending on how they integrated our Services, we may receive this information directly from you, from the Stripe User or third parties. The information that we collect will include payment method information (such as credit or debit card number, or bank account information), purchase amount, date of purchase, and in some cases, some information about your purchases. Different payment methods may require the collection of different categories of information. The payment method information that we collect will depend upon the payment method that you choose to use from the list of available payment methods that are offered to you at the time of check-out. We may also receive your name, email, billing or shipping address and in some cases, your transaction history to authenticate you”

Mailchimp (Collector, Storage, and User)

Data Stored:

- Full name
- Email Address
- IP Address
- IP Address location
- IP Address click and open rates

Data sourced from registrations via the website which are voluntary from the user.

[Mailchimp's Privacy Policy](#)

AirTable (Storage)

Data stored:

- Name
- Contact details
- Gender
- Race & ethnicity
- Job title
- Languages
- Other identities
- Institution

Stored on input from a SWMS Steering Committee member.

Data Owner: SWMS

[Airtable's Privacy Policy](#)

The relevant clause for how they treat data we store with them, about you, is as follows:

“Notwithstanding anything to the contrary in this Privacy Policy, we will not use or access your (SWMS’) Content (data we collect about you, stored with AirTable) except in the following cases: to provide, maintain, or improve the Services; where you (or the organization through which you have an account) explicitly approve access (e.g., during a customer support inquiry); in response to lawful requests by law enforcement or government authorities; in response to subpoenas, court orders, or other legal process or requests, as required by applicable law as determined in our discretion; where necessary to ensure the stability and security of the Services and our systems (e.g., where we have reason to believe specific Content is degrading server stability); and where necessary to protect the rights, privacy, safety, or property of you, us, or others. We also may analyze metadata related to Content (such as total number of records, file size, API volume, access logs, etc.).”

Google Forms (Collector and Storage) & Gmail

This is dependent on the form, but usually includes at least:

- Full name
- Email address

Collected on input from the user, accessed at when a form link is distributed

Data Owner: SWMS

[Privacy Policy – Privacy & Terms](#)

[How Drive protects your privacy & keeps you in control - Google Drive Help](#)

SWMS does not have control over data which has been downloaded and is held in personal files on committee members’ computers. SWMS does not permit its committee members to download personal data from its files to store on their personal computers for personal use. Committee members are not permitted to share personal data to individuals outside of the SWMS Committee except when it is in line with this policy.

In order to ensure the best security for data held in Google Drive, committee member access is limited to only current committee members. This is monitored by requiring committee members to fill in a Committee Accountability form once a year to ensure a yearly communication with all members. This is supplemented by email exchanges confirming whether individuals wish to remain on the committee or not. Additionally, document sharing from the Google Drive should be done with the appropriate restrictions in place, using the existing sharing functions provided by Google.

Slack (Collector and Storage)

[Privacy policy](#) | [Legal](#)

SWMS Symposium Surveys (Collector and Storage)

Collected on input from the user. SWMS holds symposia on approximately a yearly basis. Surveys are distributed and filled voluntarily by attendees.

Data Owner: The University of Rhode Island researchers as part of an IRB certified project.

How does SWMS protect your data?

General Principles Applied

SWMS on the Data Protection policies of programs used to ensure that data stored on those sites is protected adequately.

The Wordpress site provides visitors with a privacy policy statement outlining the relevant clauses of this policy.

The website contains links to other websites that are not under the control of and are not maintained by SWMS. We are not responsible for the content or reliability of the linked websites. SWMS provides these links for your convenience only but does not endorse the material on these sites.

Committee members, and anyone who has been given permission to access personal data collected and held by SWMS, who have downloaded said personal data onto personal devices must ensure that the data is deleted from their personal devices after it has been used for appropriate purposes as part of SWMS activities.

Information that SWMS collects may be stored and processed in and transferred between any of the countries in which we operate to enable the use of the information in accordance with this Privacy Policy.

In addition, personal information submitted for publication on the website will be published on the internet and may be available around the world.

GDPR

[What is GDPR, the EU's new data protection law?](#)

US

[Data Protection 2021 | Laws and Regulations | USA](#)

Data Requests and Complaints

We highly respect privacy and confidentiality. As a user of SWMS' data collecting platforms, you may have comments, questions, or concerns about the data we collect, store, and use.

Your Rights:

SWMS will always:

- Inform you when your personal data is being collected
- Delete your personal data within a year of no longer needing your data for its original purpose

You have authority to do the following:

- Request a copy of any personal information SWMS holds about you,
- Request that SWMS updates personal information about you so that it is correct,
- Request that SWMS deletes personal information that SWMS holds about you, or restrict the way in which SWMS uses your personal information. Please note that this may affect some of the services you receive from SWMS.

To make data related requests, please email SWMS via swms.general.contact@gmail.com with the subject line "Request Attn of: Communications & Privacy Policy" You will need to provide sufficient information about yourself so that SWMS may identify you in SWMS' records in order to carry out your request. Note that this is covered in the Google Forms and GMail section of the Privacy Policy.

If you feel that SWMS has acted in contradiction to this privacy policy, acted unlawfully with respect to your data, or otherwise jeopardised the safety of your personal information please file a complaint.

To file a complaint, please fill this [form](#). If you feel that you cannot alert SWMS to this complaint, you can reach out directly to our board members.