



ISCA PRIVACY POLICY

January 2024

This privacy policy provides an overview of the collection and processing of personal data by ISCA. ISCA collects personal data to manage people's ISCA membership, to maintain a pool of reviewers for ISCA workshops and conferences, to review and manage workshops submitted to ISCA for endorsement and to provide grants. Most of the personal data asked of the members is optional. The collected data are used anonymously to compute statistics to understand the profile of the members and of the community.

What personal data are collected?

ISCA collects personal data of members, reviewers, workshop organisers and grant applicants.

Members: Title¹, First (Given) name, Middle name¹, Last name, Nationality¹, Gender, Birthday¹, Photo¹, ISCA ID¹, Email, Alternate Email 1¹, Alternate Email 2¹, Affiliation/Organisation, Address¹, Postal code¹, City¹, Country, Phone number¹, Homepage¹, Qualification/Highest degree¹, Career stage¹, Google Scholar Link¹, ORCID¹, Area of interest¹, Student ID², AFCP number¹.

Reviewers: First name, Last name, Username/Email, START Username^{1,3}, Gender³, Affiliation³, Link to CV³, City³, Country³, Degree #1 (title, university, year)³, Degree #2 (title, university, year)³, Degree #3 (title, university, year)³.

Workshop organisers: Last name, First name, Email⁴, Address⁴, Affiliation⁴, Bank account details⁵.

Grant applicants: Last name, First name, Gender, Age, Email, Phone number, Country, Education status, Affiliation, Submitted Papers, Accepted papers' ID, Accepted papers' Title, Accepted papers' Authorship position, Accepted papers' Presentation type, Accepted papers' Manuscript, Accepted papers' Letter of acceptance, Previously applied for grants, Previously received for grants, CV, Recommendation Letter, Bank account details.

How are personal data collected?

Members' data are

(1) collected through the ISCA website from people becoming members or renewing their memberships through the ISCA website,

¹ Optional

² For student memberships only

³ This information might be missing for those reviewers that are imported from the Interspeech submission management system

⁴ Optional for co-organisers (workshop organisers)

⁵ Optional (workshop organisers)



(2) provided by the organisers of the Interspeech conference from people becoming members or members renewing their memberships at the time of registration to the Interspeech conference,

(3) provided by the organisers of satellite workshops from people becoming members or members renewing their memberships at the time of registration to the satellite workshops, or

(4) provided by partner associations from people becoming members or renewing their memberships through a partner association.

Reviewers' data are

(1) collected through the online ISCA reviewer portal from people registering through the reviewers portal, or

(2) imported from the Interspeech submission management system for reviewers not already present in the ISCA reviewer portal.

Workshop organisers' data, except bank account details, are collected through the online ISCA workshop proposal portal upon submission of the proposal by the workshop organiser. Bank account details are collected via email at the time of reimbursement for workshops that are financially supported by ISCA.

Grant applicants' data, except bank account details, are collected through the online ISCA grant portal filled in by the grant applicant. Bank account details are collected via email at the time of reimbursement for the grants directly managed by ISCA.

How are personal data used?

Members' data are collected in order to:

- Manage the members' accounts
- Compute anonymous statistics
- Record membership activity for potential future recognition
- Email members regarding ISCA or Interspeech news and activities

Reviewers' data are collected in order to:

- Manage the reviewers' accounts
- Compute anonymous statistics
- Transfer data to Interspeech and ISCA-supported workshop organisers for invitation to review at their event
- Email reviewers regarding reviewing ISCA or Interspeech news and activities

Workshop organisers' data are collected in order to:

- Approve or reject the endorsement and/or financing of a workshop
- Contact the organisers for further details about a workshop or for communicating a decision
- Proceed to payment for workshop financially supported by ISCA



Grant applicants' data are collected in order to:

- Approve or reject a grant
- Contact the applicant for further details or for communicating a decision
- Proceed to payment for accepted grants managed by ISCA
- Compute anonymous statistics

Are personal data transferred?

The following members' and reviewers' data are transferred occasionally to a third-party commercial service (typically <https://www.zerobounce.net/>) to detect deprecated email addresses: Email. The third-party service encrypts the data and deletes them automatically after a short period, typically one month.

The following reviewers' data are transferred every year to Interspeech and ISCA-supported workshop organisers for their pool of people available to review scientific submissions: First (Given) name, Last name, Email, Affiliation/Organisation.

Other members', workshop organisers' and grant applicants' data are not transferred to persons or organisations external to ISCA.

Who can access personal data?

The following members' data are accessible to the other ISCA members through the membership directory on the ISCA website: Title, First (Given) name, Middle name, Last name, Photo, Affiliation/Organisation, Homepage, Google Scholar Link, ORCID.

Members', reviewers', workshop organisers' and grant applicants' data are accessible to ISCA board members, staff members and members of the community whose activity is related to the management of these data. Reviewers', workshop organisers' and grant applicants' data are accessible to ISCA board members, staff members and members of the community whose activity is related to the reviewing of these data.

Reviewers' and grants' data are accessible to a limited number of Interspeech conference or ISCA-supported workshop organisers involved with this activity for the organisation of their event.

Temporary access to the members', reviewers', workshop organisers' and grant applicants' data may be granted to members of the community for support purposes.

How are personal data stored?

The members' data are managed and stored on Wild Apricot servers (www.wildapricot.com). Please visit the Wild Apricot website for further information regarding security and data protection from Wild Apricot (<https://www.wildapricot.com/data-protection>).

Reviewers', workshop organisers' and grant applicants' data are managed and stored on a server from InCampus Pte. Ltd. in Singapore.



Local copies of the personal data may be stored up to 6 months on password-protected folders of personal computers of ISCA staff members for management or transfer purposes. Backups of personal data are stored locally on password-protected external hard drives.

How long are personal data kept?

Members' data are kept for as long as the membership runs. After expiration of membership, members' data are kept maximally 10 years.

Reviewers' data are updated and kept indefinitely, as long as there are no requests to delete them, unless the reviewer is deceased or clearly retired from the community.

Workshop organisers' and grant applicants' data are kept indefinitely together with the grant and workshop data for historical purposes.

How to access personal data?

Members' and reviewers' data are accessible and modifiable by each individual in their personal profile accessible through the ISCA website.

Workshop organisers' and grant applicants' data are not accessible nor modifiable by the individual after submission. Copies and modifications have to be requested to ISCA.

What are my rights?

Right of access: All personal data can be accessed by an individual, either through the personal profile of the ISCA website when available or by requesting copies to ISCA.

Right to rectification: All personal data can be corrected, either directly through the personal profile on the ISCA website when available or by requesting modifications to ISCA.

Right to erasure: All personal data can be erased by a request to ISCA. Previous uses of the data are not concerned by this erasure. It can lead to a suspension of the membership and/or potential awards, and to the rejection of an application for a grant or for a workshop sponsorship.

Right to restriction of processing: For all personal data a restriction of processing can be requested to ISCA. It can lead to a suspension of the membership and/or potential awards, and to the rejection of an application for a grant or for a workshop sponsorship.

Right to object to processing: For all personal data an objection of processing can be requested to ISCA. It can lead to a suspension of the membership and/or potential awards, and to the rejection of an application for a grant or for a workshop sponsorship.

Right to data portability: All personal data can be transferred to the owner of the data or to a third-party person or organisation by requesting ISCA.

Right to withdraw consent at any time, where processing is based on consent: Consent can be withdrawn at any time, either directly through the personal profile on the ISCA website when available



or by requesting ISCA. It can lead to a suspension of the membership and/or potential awards, and to the rejection of an application for a grant or for a workshop sponsorship.

Right to lodge a complaint with the supervisory authority if you believe that the processing of personal data concerning you violates the GDPR.

Cookies

A cookie is a chunk of data – typically stored as a text file – that is placed on a computer or another device when a particular website is visited. The cookie is used to identify the device to the website when it is visited again so the site can load preferences, automatically accept credentials, or otherwise personalize the experience. Cookies do not store personal information, just information identifying the device.

When visiting an ISCA-related website, cookies may be used. The ISCA website and ISCA members' database are hosted by Wild Apricot. Further details on cookies used by Wild Apricot and a full list of cookies can be found here: <https://gethelp.wildapricot.com/en/articles/120-cookies>. ISCA itself does not have any access nor control on the cookies used by WildApricot. Reviewers', workshop organisers' and grant applicants' database and part of ISCA website are still hosted on InCampus platform in Singapore who has its own policy.

Contact

For any request regarding personal data, please contact privacy@isca-speech.org.