

The Association of College and University Auditors (ACUA)

Membership Data and Privacy

Original Issuance Date

January 15, 2026

Effective Date

January 15, 2026

Last Revision/Reviewed Date

New Policy

Purpose

The purpose of this Membership Data and Privacy Policy is to outline ACUA's commitment to protecting the privacy and security of member data. It ensures responsible collection, use, and disclosure of personal information in compliance with applicable laws and ethical standards.

Policy Owner

Executive Committee

Scope

This policy applies to all ACUA members, conference participants, staff, volunteers, and any third parties handling ACUA membership data.

Policy Statement

ACUA collects and uses personal information only for legitimate business purposes, including membership management, event registration, communication, and service delivery. ACUA will:

- Collect only information knowingly provided by members and visitors.
- Use data to improve services, fulfill requests, and communicate ACUA-related information.
- Protect sensitive information using commercially accepted security measures.
- Never sell member data, except as outlined in I.c. below.
- Disclose information only when legally required or necessary to enforce ACUA's rights.

I. Procedures:

- a. **Data Collection:** Information such as name, employer, contact details, and payment information is collected voluntarily during membership registration or event participation.
- b. **Data Use:** Data is used for membership verification, event registration, communication, and analysis of member needs.
- c. **Third-Party Disclosure:** Information may be shared with strategic partners for specific transactions or event-related purposes. Information may be disclosed to proper authorities when legally required or to assert or defend against legal claims. Members may opt out of certain disclosures.
- d. **Security Measures:** ACUA employs encryption and other safeguards to protect data during transmission and storage.
- e. **Updating Information:** Members may update their personal information or opt in/out of services by contacting ACUA.

II. Cookies and Log Files

- a. Cookies are pieces of stored information used to provide smoother navigation throughout the site, such as a saved password; to identify user trends, such as page views; and for other internal purposes, such as assessing the effectiveness of the site.
- b. Website visitors have the option of setting their computer to disable cookies or to alert them when cookies are being used.
- c. Disabling cookies may cause portions of the site to not function properly.

III. Links

There are links to other websites throughout the site. ACUA is not responsible for the privacy policies of other sites and disclaims any liability or responsibility in connection with such linked sites.

IV. Security

- a. Online registration and information such as credit card numbers will be secured using a commercially accepted method of encryption.
- b. Though ACUA employs reasonable security measures to protect personal information, no method of electronic transmission is completely infallible. ACUA cannot guarantee absolute safety.
- c. ACUA will respond with urgency to notifications of site security breach (info@ACUA.org).
- d. ACUA will notify affected members of any data breach.

V. Updating Personal Information and Participation

- a. ACUA will act upon requests to update personally identifiable information, opt-in to, or opt-out of any service at any time.

- b. ACUA will provide opt-in and opt-out opportunities as applicable to the service or product being offered.

VI. Policy Acceptance and Updates

- a. ACUA will post the relevant information from this policy to the ACUA website for awareness by website visitors.
- b. ACUA will post any changes made to this policy to the website with appropriate explanation.
- c. Using the ACUA website indicates acceptance of the membership data policy.

Continued visits to the ACUA website after changes are posted to this policy will signify website visitor acceptance of those changes.

VII. Records of Proceedings

Documentation will include any updates or changes to member data handling practices and related decisions.

Compliance

By engaging with ACUA services, members agree to abide by this policy. Violations may result in restricted access to services or other actions as determined by the ACUA Board and Executive Director.

Exceptions

N/A

Definitions

- **Personally Identifiable Information (PII):** Data that can identify an individual, such as name, address, e-mail, phone number, and payment details.
- **Cookies and Web Beacons:** Technologies used to enhance user experience and analyze service performance.

Contacts

1. **Primary Contact:** President
2. **Secondary Contact:** Executive Director

Approval and Revision History

1. **Approved By:** Board of Directors, January 15, 2026
2. **Revised By:** N/A
3. **Published To:** ACUA website