

## **Conformity Assessment Society (CAS)**

### **Privacy Policy**

#### **Introduction**

The Conformity Assessment Society (CAS) respects and values members' privacy. This Privacy Policy explains how CAS collects, uses, stores, and protects member's personal information in line with applicable international data protection laws, including the US American Privacy Rights Act of 2024 and EU General Data Protection Regulation (GDPR). By becoming a CAS member, participant, or user of our services, applicants agree to the terms of this Policy.

#### **1. Purpose of Collection**

CAS collects personal information solely for legitimate purposes, including:

- Processing membership applications and renewals.
- Maintaining accurate membership records.
- Providing access to member services, training, and events.
- Communicating society updates, newsletters, and opportunities.
- Issuing certificates or confirmations related to participation.
- Conducting anonymized analysis to improve services and member experience.

#### **2. Types of Information Collected**

CAS may collect the following information:

- Basic information: name, title, contact details (email, phone, postal address).
- Professional information: organization, job role, qualifications, professional certifications.
- Administrative details: payment/billing information where applicable.
- Optional/special categories: CV or profile information when required for leadership, governance, or program participation.

CAS is collecting only the minimum data necessary to fulfil its purposes.

#### **3. Lawful Basis for Processing**

CAS processes personal information on the following legal grounds:

- Consent: where members have actively agreed to communications or specific uses.
- Contractual necessity: to provide membership services and benefits.
- Legitimate interest: to administer CAS activities, maintain records, and strengthen professional networks.

#### **4. Use of Personal Information**

Personal data is used to:

- Administer membership, including records, invoicing, and communication.

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- Provide access to CAS services, training, and events.
  - Distribute newsletters, updates, and promotional information (with opt-out options).
  - Conduct statistical or research analysis to improve services.

## 5. Sharing of Information

CAS will only share collected information only where it is necessary to deliver its services, including with:

- CAS chapters and affiliates, to support local or regional member services.
- Partners (e.g., International Personnel Certification Association – IPC, Accreditation Bodies) for joint projects or recognition purposes.
- Trusted third-party service providers (e.g., IT platforms, secure email systems) under contractual confidentiality obligations.

CAS does NOT sell, rent, or trade personal information to third parties.

## 6. International Transfers

As CAS operates globally, members' personal information may be stored or transferred outside their country of residence. CAS ensures appropriate safeguards are applied, including secure servers, encryption, and, where applicable, standard contractual clauses in line with applicable requirements.

## 7. Data Retention

Personal data is retained only for as long as necessary:

- For the duration of your membership.
- For up to five (5) years after resignation, expiration, or termination of membership, unless longer retention is required for legal or historical record purposes.

## 8. Member Rights

Members have the right to:

- Access their personal data.
- Request corrections or updates.
- Request deletion or restriction of processing.
- Withdraw consent at any time (without affecting prior lawful processing).
- Object to processing for direct marketing.
- Lodge a complaint with a relevant supervisory authority.
- To exercise these rights, members should contact: CAS Secretariat – [secretary@ca-society.com](mailto:secretary@ca-society.com)

## 9. Updates to This Policy

CAS reserves the right to update this Privacy Policy to reflect changes in legal requirements, technology, or society practices. Members will be notified of any material changes.