

## **The IAPO Record of Processing Activities**

This document outlines the current record of data processing and the measures that the IAPO Board will take to comply with GDPR regulations.

The personal data that we currently hold on members include:

- Title
- Full name
- Year of birth
- Gender
- Email address
- Affiliation and position
- Full Postal address
- Mobile phone number
- Personal web page
- Brief explanation why you want to join IAPO

This is information that members have supplied to the IAPO when they joined the organization.

These data are kept to:

1. maintain a record of who is a current member of the IAPO, to ensure they receive membership benefits. These include:

- being subscribed to the IAPO mailing list
- the option to apply for the IAPO small grants and bursaries (if any)
- the option to register at a reduced rate for the conferences organized by the IAPO (if any)
- receipt of e-copies of IAPO publications
- allow student members to compete for the student podium and poster prizes at the IAPO conferences (if any)

2. monitor the composition of our membership to ensure that we are meeting/addressing the needs of our members and furthering the aims of the organization.

### **How we use the personal information**

Membership forms are sent to the Membership Officer. Electronic copies of these will be kept in a password protected device. These files are kept for the duration of the member's membership. The following information is currently kept by the Membership Officer for the following reasons:

1. Title, name, contact details (including postal address, email address and phone number): kept to allow us to maintain contact with the members.

2. Occupation, year of birth and gender: these data are used to infer the area in which the member is working and this aids us in assessing the composition of the membership and full fill their membership needs.
3. Affiliation (place of work or study): used to monitor membership composition, maintain contact with different organizations.

For any further questions regarding The IAPO Record of Processing Activities please contact the IAPO Membership Officer at [members@paleodontology.com](mailto:members@paleodontology.com).