

## **Korea TESOL Policy on Personal/Private Information (KOTESOL Privacy Policy)**

This policy was adopted March 23<sup>rd</sup>, 2019.

Korea TESOL (KOTESOL) respects the privacy of its members and other visitors to our website, and is committed to protecting your personal information in a form that is accurate, confidential, secure, and private. This Privacy Policy applies to our membership and conference attendee's records, users of our family of KOTESOL-operated websites (e.g., koreatesol.org), social media (e.g., Facebook, Twitter, YouTube), and mobile apps and hardware and software products, including any internet-connected devices (our "Services").

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### **Introduction**

KOTESOL is committed to implementing appropriate protections for any Personal Information that we collect or our users share with us.

KOTESOL recognizes that the organization and its members fall under Korea's Personal Information Protection Act (PIPA) and relevant regulations and decrees.

KOTESOL's Privacy Policy sets forth our policies and procedures regarding our collection, retention, use, and/or sharing of your Personal Information.

Please note:

1. The KOTESOL Facebook presence is managed through Facebook and is subject to privacy policies controlled by Facebook, which users subscribed to through their use of Facebook.
2. The KOTESOL Twitter presence is managed through Twitter and is subject to privacy policies controlled by Twitter, which users subscribed to through their use of Twitter.
3. The KOTESOL Mailchimp presence is managed through Mailchimp and is subject to privacy policies controlled by Mailchimp.
4. The KOTESOL YouTube presence is managed through YouTube and is subject to privacy policies controlled by YouTube.
5. The KOTESOL SurveyMonkey presence is managed through SurveyMonkey, and is subject to privacy policies controlled by SurveyMonkey.
6. Where KOTESOL elects to make use of any other external service providers with independent privacy policies, those policies supersede these policies.

### **What Information We May Collect**

When you use our Services, we may collect "Personal information," which is any information that can be used to identify a particular individual: this can include traditional identifiers such as name, postal address, e-mail address, telephone number and non-traditional identifiers such as unique device identifiers and Internet Protocol (IP) addresses. Other information we request in order to serve you better includes your workplace, type of work, professional interests, your educational history, your age/date of birth and gender, your citizenship, country/city of residence, and ethnicity. We retain this information (archive) for transactional history. Archives may be used for historical data aggregations, but personal data included in such aggregations is not identifiable, and individual data (such as names and emails) in these archives will not be used for any communicative purpose inconsistent with the original purpose of data collection (e.g., an email could be sent to attendees of a past conference to

request input on that event, or to invite to a similar future event). We do not collect financial accounts codes, any bank names and account owner information is purged within 360 days.

We may collect personal information that you or other users give us (e.g., your contact details or your comments or opinions), allow us to receive either through your preferences in your devices (e.g., IP address) or browser, or through use of our Services (e.g., the pages you visit).

## **Why We Collect Personal Information**

We recognize that your personal information is confidential, and we respect your rights to privacy. When we collect personal/private information, there is always a reason behind it. We are expected and required to submit reports to governmental agencies and TESOL partners from time to time, and we use demographic data to analyze our membership and users so that we may improve our Services and representation to the teaching community. We do not collect data that is irrelevant to the case of understanding our members and users.

The Personal Information we collect helps us to

- provide our Services to you;
- respond to the needs and preferences of our members;
- process transactions;
- respond to requests or any correspondence you send us;
- learn about our members' and users' interests in terms of the features, performance, and support of our products and services;
- customize your experience (including the content and advertisements delivered on our websites);
- enhance and develop our Services;
- protect and enforce our rights and the rights of our users and third parties;
- market our products and services to you through newsletters or promotional emails or push notifications;
- produce statistical and demographic reports known as "Aggregated Data," where all personally-identifying information has been removed for all individuals.

(Please see the section below on Your Choices Regarding Your Personal Information.)

## **How is your personal information collected?**

We collect personal information from and about you through:

- Direct interactions. You may give us certain information (e.g. your User ID, contact and other information) by filling in forms (in person or via our website) or by corresponding with us by post, phone, email or otherwise. This includes personal information you provide when you
  - join KOTESOL as a member;
  - request a service;
  - purchase our products;
  - sign up for an event;
  - apply for a scholarship;
  - submit a proposal (e.g., as a conference speaker or to present a webinar);
  - require us to organize a service for you (e.g., reserve accommodation or travel make a donation to us);
  - create an account on our website;
  - subscribe to our services or publications, or request marketing to be sent to you;
  - engage with us on social media or message boards;

- enter a competition, promotion, or survey;
- give us feedback on our work.
- Automated technologies or interactions. As you interact with our website, we may automatically collect information about your equipment and browsing actions and patterns. We collect this by using cookies, server logs, and other similar technologies.

## How We May Share Your Information

We do not sell or share Personal Information about our members or users to any third parties.

## Your Choices Regarding Your Personal Information

KOTESOL respects your choices about how your Personal Information is used when you register with us, elect to receive our newsletters, or provide us with Personal Information for other purposes.

If you choose not to provide any Personal Information when requested, you can still enjoy most aspects of our Services. However, you may be unable to access certain areas and services that require our interaction with you. Membership and website usage as a registered user requires a valid email address for system confirmations. You may also, at any time, delete your personal information, at which point it will no longer be available for the services offered by KOTESOL. We will close your active KOTESOL membership/user accounts upon request to [admin@KoreaTESOL.org](mailto:admin@KoreaTESOL.org). (Do note that archival records may be used for historical demographic reports, but these are not used in non-aggregated forms.)

*Direct communications:* You can opt-out of receiving postal communications from KOTESOL at any time by refusing postal mail at <https://koreatesol.org/user>. However, separate communication streams may have separate lists, follow the unsubscribe instructions at the bottom of any e-mail or SMS communications you receive. Each stand-alone media form (e.g., MailChimp, Facebook, YouTube) must be separately unsubscribed from.

*Online advertising and other tracking:* As discussed above, KOTESOL and our third-party partners collect certain information about you when you use our Services through technology such as cookies and similar tracking tools for internal and analytic purposes. You may be able to “opt out” of the collection of information through cookies or other tracking technology by actively managing the settings on your browser or mobile device. Please refer to your browser’s or mobile device’s technical information for instructions on how to delete and disable cookies, and other tracking/recording tools. To learn more about cookies, please read our cookie policy at <https://www.KoreaTESOL.org/content/cookie-policy>. We are not able to respond to “Do Not Track” signals set by a browser at this time.

## Links to Other Sites

We are not responsible for any content, products or services offered on any third-party websites. Links to third-party websites are provided for your convenience only. This Privacy Policy will not apply to any Personal Information that you provide to, or that is collected by, any third-party website operator or third-party product/service provider.

Additionally, our site may include social media features such as Facebook, Twitter and Pinterest buttons (such as “Like,” “Tweet” or “Pin”). These social media sites may automatically record information about your browsing behavior every time you visit a site that has a social media button, regardless of whether you click on the button. Your interactions

with these features are governed by the privacy policy of the company providing the feature, not by our privacy policy. Please review your privacy settings on social media sites.

## **Information Security**

We will take all reasonable and appropriate measures to protect the personal information you share with us from unauthorized access or disclosure. Before you send your information to our database, we encrypt it with secure server software so that no one can read it during transit. We also use secure socket layer (SSL) certificates to protect all the information that we collect against unauthorized access.

Only authorized KOTESOL staff and contractors have access to personally identifiable information in our database, and that access is limited to what is necessary to complete a transaction with you or to carry out other work-related responsibilities. We take the sharing of personal information very seriously. We limit access to those officers, employees, agents, contractors, and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so. We are a small cooperative of teaching professionals without a professional data-management service agency.

Members/users data may be maintained in an online database hosted outside of Korea. At present (2019) KOTESOL uses Bluehost.com (USA) for website services, which includes member/user data management.

## **Your Access to Your Data**

It is your right to see the data we have about you. You can see the data currently available to you on the user page at <https://koreatesol.org/user> after you log in to the website, in the "Edit" tab in your personal profile. You may also request to see data we have in historical records: To do so, send your name and some other identifiable data (email address, phone number, postal address) and the relevant date (so we can search through old records) to [admin@KoreaTESOL.org](mailto:admin@KoreaTESOL.org).

## **Your Duty to Inform Us of Changes**

It is important to us that the personal information we hold about you is accurate and up-to-date. For members, we ask that you check this each year when you complete your membership renewal, or when you change job or residence, and make changes as appropriate so that KOTESOL may continue to serve you in a timely manner. You can do this easily by visiting the member portal on our website at <https://koreatesol.org/user> or by getting in touch with us at [admin@KoreaTESOL.org](mailto:admin@KoreaTESOL.org). Also please contact us directly if you cannot access your registered email account.

## **How to Contact Us**

If you have any questions or concerns about KOTESOL's Privacy Policy, please send an email to [admin@KoreaTESOL.org](mailto:admin@KoreaTESOL.org).

## **Privacy Policy Updates**

We may make changes to our Privacy Policy from time to time. Please review our policies regularly as updated policies will apply to your future visits to our website and how we use any personal data you provide. We will not sell your personal data.

## **Your Consent**

By using this website, you consent to the terms of our Privacy Policy and to KOTESOL's collecting and processing of your Personal Information for the purposes listed herein. Your Personal Information may be processed in the Republic of Korea, in the country in which it was collected, and in the United States and other countries in which KOTESOL's processing and backup storage may be located.

## Revisions

(None to date.)