The Institute of Professional Editors Limited

Policy name Privacy: use of personal information
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Reviewed by IPEd Council and Secretary, and Arts Law Centre of Australia
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1. Purpose

This policy defines how and for what purposes IPEd will make use of personal information provided by:

- its Members [i.e. the societies of editors] about their members
- accreditation exam candidates.

IPEd understands that member databases are an important asset belonging to Member societies. IPEd does not seek to intrude on the relationship that societies have with their members. IPEd’s method of communication with members of societies is detailed in its Communication Policy; it relies on IPEd councillors, society presidents and committee members to communicate information about IPEd to their members; it also uses IPEd Notes (sent regularly to all societies for distribution to members) and the IPEd website to promote its activities.

2. Types of information covered by this policy

This policy covers:

a. information that must be provided to IPEd by Member societies as required by the IPEd Constitution (http://iped-editors.org/site/DefaultSite/filestystem/documents/IPEd%20constitution%20v10%28120208%29.pdf)
b. information provided to IPEd by societies, or their members, to enable members to access members-only sections of the IPEd website
c. information provided to IPEd by members responding to calls for assistance in IPEd activities
d. information provided to IPEd by people who apply to sit the IPEd accreditation exam.

3. Information required by the IPEd Constitution

Clause 7 (d) of the IPEd constitution requires that the Company Secretary must keep at the Office ‘a statement of all current members of the Member, to be updated by 1 July each year’.

This statement contains no personal details about individual society members.
4. Information relating to the IPEd website

The IPEd website is a resource for editors containing several different types of material of value and interest to a range of web-users:

- IPEd’s Members – the Australian societies of editors, their committees and members
- practising editors
- employers and clients
- people interested in becoming editors
- the general public.

IPEd is funded by annual contributions from each of the Australian societies of editors, based on the number of their financial members at 31 May each year. For this reason, IPEd has made certain sections of the website that provide useful resources for practising editors, available only to members of Members, i.e. members of Australian societies of editors. This is a key aspect of the website’s function.

In order to give members access to website resources, including forums on editing topics, IPEd asks each society to provide the website manager with a list of financial members (name and email address) once each year, updated from time to time as new members join and existing members leave. Society members can opt out of this access if they wish.

This information may be used only to give society members access to the members-only sections of the IPEd website. The information will be used internally and will not be provided to any other person or organisation for any other purpose.

5. Information provided by applicants for accreditation

IPEd manages a national accreditation scheme for professional editors. Editors, who may or may not be members of a society of editors, apply directly to IPEd to sit the accreditation exam or to be reaccredited after the requisite number of years.

Exam registrations are managed by the Exam Secretary who, along with members of the Exam Development Team, the Exam Coordinator, markers and invigilators, must execute a confidentiality deed poll covering their work. The polls remain in force for five years from their date of implementation.
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The following procedures apply:

- Personal details (name, address, email, telephone numbers) of applicants who gain accreditation are added to a database of IPEd Accredited Editors, to enable IPEd to communicate, as needed, with those professional editors who have met and are committed to its accreditation standards.
- The names of Accredited Editors are listed on the IPEd website, subject to individual permission.
- Any personal details provided by applicants who do not gain accreditation are filed for 24 months (in case of reapplication at reduced cost) and then destroyed. They may never be used to create, or be added to, a database used for email communication.
- Personal details of IPEd Distinguished Editors are also included in the database of IPEd Accredited Editors.

Because IPEd has a direct relationship, not mediated through societies of editors, with its Accredited and Distinguished Editors, IPEd may communicate directly, through whatever means is most appropriate, with Accredited and Distinguished Editors.

6. Security of information

All information held by IPEd about members of societies of editors, Accredited and Distinguished Editors is held in secure databases and is accessed only by persons nominated and approved by IPEd Council.