

SAA PII/PRIVACY POLICY

Introduction

The Standards Alumni Association (SAA) is a non-profit, private organization that exists for four primary purposes:

1. To promote the transfer of technical information, volunteer technical services, educational seminars, and other relevant activities which benefit society at large, the National Institute of Standards and Technology (NIST), or this Association in particular.
2. To aid in the early identification and training of scientists and engineers through collaboration with sponsors of Science Fairs, Science Talent Searches, and related activities.
3. To provide NIST, as the need arises in performing its mission, with the unique talents of the Association membership.
4. To maintain and promote personal contact among its membership through newsletters, meetings, and other activities.

The SAA performs its support to NIST by means of a Cooperative Research and Development Agreement¹ that affords volunteers from the SAA access to the campus and historical information. NIST has provided the organization space in the basement of the Administration Building to facilitate all of its activities. This CRADA does not make the SAA a federal entity or a government corporation.

The SAA carries out its mission through a group of volunteer committees. The networking part of the mission is largely fulfilled by the Newsletter, Program, Education, and Social Committees. The routine interactions with NIST happen through the Historian and the Portrait Gallery and Oral History Committees. The Board of Directors, Recording Secretary, Treasurer, Boulder Liaison, and remaining committees—IT, Membership, and Office Operations provide the infrastructure to allow the SAA to function effectively.

A limited amount of Personally Identifiable Information (PII) is required for basic operations of the SAA. The SAA requests such PII, and its members voluntarily supply it recognizing that by doing so, the SAA becomes the authorized collector and custodian of the data. The SAA Board of Directors provides governance for all SAA activities and the use of the PII.

Privacy Policy

This policy covers what information is collected, the reasons it is needed, how it is used and stored, and the assumptions underlying these positions.

- A. Basic requirements
 - a) Member PII is stored in a secure, encrypted SAA Membership Database.
 - b) Use of SAA IT resources is strictly limited to committee members authorized by the Board.
 - c) Simultaneous access to the internet and the SAA Membership Database is prohibited.
 - d) All electronic communications and attachments that contain PII are to be encrypted.
 - e) Decryption codes are sent separately from any corresponding message containing an encrypted document.
- B. Member information collected
 - a) Member name, address, and other contact information
 - b) Spouse information (optional)

¹ NIST CRADA Identification Number CN-13-0013, as amended.

- C. Uses of member information
 - a) Maintenance of the organization's membership list and dues payment records
 - b) Sending notices of meetings and events, newsletters, and directories to its membership
- D. Data retention and dissemination
 - a) Member data are kept indefinitely.
 - b) The SAA shares membership information with no organizations other than NIST.
- E. Membership opt-in
 - a) Joining the SAA is an inherent opt-in to, and acceptance of, the policies laid out in this policy.
 - b) Members must actively opt-in to have their month and year of birth appear in the SAA Newsletter upon reaching the age of 75 or thereafter.

Impact and Risk Assessment

The SAA Board of Directors conducts an annual review of the scope of PII obtained and retained, the manner in which PII is used, and the degree to which operations conform to the principles and processes defined in this Policy. Corrective actions, if any, are directed by the Board of Directors to the relevant operating committee chair(s).

Accuracy and Redress Processes

Upon request from any member or surviving relative, a specific individual's PII may be corrected or deleted from the SAA database. Such requests may be received by any member of the Board to be forwarded to the Board as a whole for action.

Comments about the handling of PII may be received by any member of the Board to be forwarded to the Board as a whole for action.

Approved by the SAA Board of Directors
November 9, 2022