



POLICY

Privacy Policy

How ICPA collects, uses, and protects personal data

DOCUMENT CODE
ICPA-POL-002

VERSION
2026.1

EFFECTIVE
1 January 2026

Document Code	ICPA-POL-002
Version	2026.1
Effective Date	1 January 2026
Review Cycle	Annual
Document Owner	ICPA Data Protection Officer
Classification	Public

ICPA is committed to processing personal data lawfully, fairly, and transparently. This policy describes what data we collect, why, on what legal basis, with whom we share it, and what rights you have. The 2026 edition reflects a year of public consultation, peer review, and alignment with the International Standard for Accreditation of Conformity Assessment Bodies (ISO/IEC 17011:2017) and the International Education Standards (IES) framework. It supersedes all prior editions and remains in force until the next biennial revision.

1. Who we are

The data controller is the International Commission for Professional Accreditation, with administrative seat at Fremont, California, USA. The Data Protection Officer can be reached at dpo@i-cpa.org.

2. What data we collect

- Contact data: name, email, organisation, role, country
- Application data: information you submit through accreditation, evaluator, or partnership forms
- Credential data: subject identifiers attached to credentials we resolve through verify.i-cpa.org
- Operational data: server logs, including IP address and user-agent, retained for 30 days for security

We do not collect special-category data (health, religion, political opinion) for ordinary website use.

3. Legal bases

We rely on the following legal bases: performance of a contract (accreditation and evaluator relationships), legitimate interest (security, anti-fraud, basic analytics), legal obligation (audit and tax), and consent (newsletter and optional research). Where consent is the basis, you may withdraw it at any time without affecting prior lawful processing.

4. Sharing

Personal data is shared with: independent evaluators bound by confidentiality, our auditors, our infrastructure providers (Cloudflare for hosting and Google Workspace for email), and competent authorities where lawfully required. We do not sell personal data.

5. International transfers

ICPA operates from the United States. Where personal data is transferred from jurisdictions with stricter data-protection regimes, we rely on Standard Contractual Clauses or equivalent safeguards, supplemented by technical measures including encryption in transit and at rest.

6. Your rights

Subject to local law, you have the right to access, rectify, erase, restrict processing of, port, or object to processing of your personal data. To exercise any of these, contact dpo@i-cpa.org. You may also complain to your local supervisory authority.

7. Retention

We retain application and accreditation data for the duration of the accreditation relationship plus ten years. Newsletter data is retained until you unsubscribe. Server logs are retained for thirty days. Specific retention schedules are published in our Records Schedule.

Approved by	Data Protection Officer
Issued by	International Commission for Professional Accreditation, Fremont, California, USA
Contact	info@i-cpa.org · www.i-cpa.org

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