NCPEA | ICPEL Privacy Policy
Effective Date: November 2026

1. Introduction

The National Council of Professors of Educational Administration | International Council of Professors of Educational Leadership (NCPEA | ICPEL) respects your privacy and is committed to protecting the personal information entrusted to us.

This Privacy Policy explains how we collect, use, maintain, and share information obtained through our website, membership services, conferences, publications, and other organizational activities.

By using our website or participating in our programs, you acknowledge the information practices described in this policy.

2. Information We Collect

NCPEA | ICPEL may collect personal information when you:

- Apply for, renew, or manage membership.
- Register for conferences, meetings, or other organizational activities.
- Submit conference proposals or participate in proposal reviews.
- Participate in committees, interest groups, or international initiatives.
- Purchase publications or other organizational products.
- Subscribe to newsletters or organizational communications.
- Contact us or submit information through website forms.

Information collected may include your name, email address, institutional affiliation, professional title, mailing address, telephone number, membership status, registration details, and other information voluntarily provided.

Our website and service providers may also collect technical information, such as IP addresses, browser information, and website usage data.

3. How We Use Your Information

NCPEA | ICPEL uses personal information to:

- Administer memberships and maintain organizational records.
- Process registrations, purchases, and related transactions.
- Communicate important organizational announcements and updates.
- Coordinate conferences, publications, committees, and professional activities.
- Facilitate professional networking and member engagement.
- Respond to inquiries and provide member support.
- Improve website functionality and organizational services.
- Fulfill applicable legal, financial, and administrative obligations.

We use personal information for legitimate organizational purposes consistent with our mission of advancing educational leadership.

4. Membership Management and Third-Party Services

NCPEA | ICPEL uses MemberClicks, a third-party association management platform, to support website operations, membership administration, event registration, and organizational communications.

Information submitted through our website may be processed or stored through MemberClicks and other service providers supporting our operations.

These providers maintain their own privacy and security practices. Additional information about MemberClicks is available in its Privacy Policy.

5. Payment Information

Membership dues, conference registrations, publication purchases, and other payments may be processed through third-party payment service providers.

Payment information is handled according to the security and privacy practices of the applicable payment processor.

NCPEA | ICPEL maintains transaction records necessary for accounting, financial reporting, and organizational administration.

6. Information Sharing and Disclosure

NCPEA | ICPEL does not sell membership contact lists or personal information to third parties for independent marketing purposes.

We may share information when reasonably necessary to:

- Administer organizational programs, conferences, and membership services.
- Work with authorized technology, payment, and administrative service providers.
- Coordinate activities with conference venues and organizational partners.
- Comply with applicable laws, regulations, or lawful requests.
- Protect the rights, security, and operations of the organization and its members.

Information may also be shared with other participants when individuals voluntarily participate in professional networking activities, directories, committees, or collaborative initiatives.

7. Email Communications

NCPEA | ICPEL may send members and other subscribers information about organizational activities, membership, conferences, publications, and professional opportunities. Recipients may unsubscribe from optional promotional or informational communications using the unsubscribe instructions provided in applicable messages or by contacting the organization.

Certain administrative communications, including membership confirmations, payment receipts, and important account notifications, may continue when necessary to provide requested services.

8. Cookies and Website Analytics

Our website and its service providers may use cookies and similar technologies to support website functionality, maintain user sessions, improve security, and understand website usage.

Visitors may manage cookies through their browser settings. Disabling certain cookies may affect the functionality of member login and other website features.

9. Data Security and Retention

NCPEA | ICPEL takes reasonable administrative and organizational measures to safeguard personal information and relies on service providers to implement appropriate technical protections for their systems.

Although we seek to protect information entrusted to us, no electronic storage or internet transmission method can be guaranteed completely secure.

Personal information is retained as reasonably necessary to support organizational operations, fulfill the purposes described in this policy, meet applicable legal and financial requirements, and resolve administrative matters.

10. International Participation

NCPEA | ICPEL serves an international community of educational leadership scholars and practitioners.

Individuals participating from outside the United States should be aware that information submitted through our website or organizational services may be processed or stored in the United States or other locations where our service providers operate.

We seek to handle personal information in accordance with applicable privacy requirements.

11. Accessing and Updating Your Information

Members may review or update certain personal information through their membership accounts, where available.

Individuals may also contact NCPEA | ICPEL to request corrections to their information, inquire about organizational data practices, or request deletion of information, subject to applicable legal, financial, and administrative retention requirements.

Where applicable law provides additional privacy rights, requests will be evaluated in accordance with those requirements.

12. External Websites

Our website may contain links to external websites, publications, social media platforms, and other resources.

NCPEA | ICPEL is not responsible for the privacy practices or content of independently operated websites. Visitors are encouraged to review the privacy policies of those services.

13. Changes to This Privacy Policy

NCPEA | ICPEL may update this Privacy Policy periodically to reflect changes in organizational practices, technology, or applicable requirements.

Updates will be posted on this page with a revised effective date.

14. Contact Information

For questions regarding this Privacy Policy or the handling of personal information, please contact:

NCPEA | ICPEL
Website: https://ncpea-icpel.org
Email: info@icpel.org