

# Information Security Management, Privacy Policy on Personal Data

## 1. Purpose

In the course of its business, it is necessary for CIGRE-UK to collect, process, transmit, store and otherwise handle personal data of members. This policy provides the basis for protecting such data while ensuring compliance with the legal requirements of the General Data Protection Regulation (GDPR) 2016/679.

Personal data will not be collected from CIGRE UK members without their prior consent. This data will be used for communication purposes for CIGRE only.

## 2. Scope

This policy relates to all personal data collected, processed, transmitted, or stored (the term processed will be used throughout the remainder of this document) by CIGRE-UK. All CIGRE-UK members shall adhere to this Policy.

## 3. Policy

It is CIGRE-UK's responsibility to ensure that an individual's right to privacy is safeguarded, personal data is used only as intended and that precautions preventing misuse are both effective and appropriate. Personal data will therefore be:

3.1 Processed lawfully, fairly and in a transparent manner in relation to individuals

3.2 Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes

3.3 Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

3.4 Accurate and, where necessary, kept up to date; every reasonable step will taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

3.5 Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving

purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

3.6 Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

3.7 Modified when the Secretary or nominated person is notified of changes.

3.8 Centrally stored and managed under the ownership of the Secretary or nominated person.

#### **4. Risks**

Breach of legal requirements concerning personal data, may result in reprimand, censure, enforcement proceedings, fines, and/or damages. It may also result in personal liability for any CIGRE-UK delegated members and/or officers processing the data on behalf of the controller, adverse publicity and damage to CIGRE-UK's reputation.

#### **5. Implementation**

The CIGRE-UK Secretary shall assign responsibility to any delegated member using the data to manage data privacy issues and report on compliance with this Policy.

#### **6. Policy Awareness**

A copy of this policy statement will be made available on the CIGRE-UK web-site accessible to all members and interested parties.

#### **7. Review**

Policy reviews are to be undertaken annually as part of the annual general meeting, which will pull information and data from the membership feedback program in operation

**Authorised by:** Chairman of CIGRE UK National Committee

**Revision:** 2 / Feb 2019

**Date:** 17.2.2019

**Signature:** A handwritten signature in blue ink, appearing to read 'Quinlan', is written over a light blue rectangular background.