

## **CIGRE-UK Document 4 Version 1 dated 25<sup>th</sup> October 2011**

### **CIGRE-UK INFORMATION SECURITY MANAGEMENT and 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 Data Protection Act 1998.

#### **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 fairly and lawfully, having satisfied the requisite conditions for processing
- 3.2 Obtained for specified business and/or legal purposes and not be processed in a way which is incompatible with the purpose(s) for which it was collected
- 3.3 Adequate, relevant and not excessive for the purpose(s) for which it is processed
- 3.4 Accurate and, as far as is possible, kept up to date
- 3.5 Kept for no longer than is necessary to fulfil the purpose(s)
- 3.6 Processed in accordance with the individuals' rights as dictated by relevant legal requirements
- 3.7 Appropriately protected against unauthorised, inadvertent or illegal processing and/or disclosure
- 3.8 Modified when the Secretary or nominated person is notified of changes.
- 3.9 Centrally stored and managed under the ownership of the Secretary (or nominated person)
- 3.10 Used for communication purposes for CIGRE only and will not be provided to third parties without prior consent of the members.

#### **4. Risks**

Breach of legal requirements concerning private data, may result in censure, enforcement proceedings, fines, and/or damages. It may also result in personal

liability for CIGRE-UK members and/or officers, 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.