



IDEAS and the European Union General Data Protection Regulation

Approved by the IDEAS Board on 20 May 2018

Introduction

As a UK based charity, IDEAS is subject to the European Union General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018. The GDPR demands greater accountability and transparency from organisations about how they collect, process and store personal information.

This document has been prepared by the IDEAS Board in recognition of IDEAS' legal requirement to comply with the GDPR.

Data on members

The only data gathered by IDEAS pertains to the Association's regular members, Board members, and staff and consultants under contract (including the IDEAS Coordinator who manages the administration of IDEAS and communications with members, and ad hoc consultants).

Member's data are gathered for the specific purposes of confirming membership and enables IDEAS to better serve its members. The data are not used for other purposes, nor are they made available to third parties. Members can access, correct or update their personal data by logging into the IDEAS website using their personal username and password. Data are only visible to the member concerned, the IDEAS Coordinator and IDEAS Board members.

The following data are stored for the duration of membership:

1. Member original join date
2. Latest subscription and membership expiration date
3. Membership type
4. Gender
5. Country of Nationality
6. Telephone
7. Email
8. Organisation (if applicable)
9. Payment details (method, amount)
10. Address (including country of residence)

When membership expires, some of the above data are kept in a separate file for historical purposes and allow the Board to analyse the dynamics of membership so that it can better serve its members. Former members may also enquire about their membership history. Member payment details and address are not kept, as the former is no longer needed and the latter may

become outdated. All use of data for purposes other than providing information to former members will be anonymized.

The data are stored in files managed by the IDEAS Coordinator. The database of current members is linked to the website, to enable members to log in to their record and see what details are stored about them and correct them if necessary.

Data on Board members

Data on Board members is gathered when they are nominated for a Board position. As part of the election process, nominees must provide the following information:

- Written acceptance of the nomination;
- A bio sketch (*limited to a maximum of 2 pages*);
- A photo (jpg format);
- A copy of the first page of the passport, as proof of nationality;
- A statement of intent detailing the reasons for their interest in serving on the IDEAS Board;
- A statement that s/he will serve if elected, and will meet and fulfil the duties and obligations placed on him/her as a Board member of IDEAS.

This information admits a nominee to the election process and informs the members about the nominees. The passport page is not made available to IDEAS members but is kept on file by the IDEAS Coordinator. Information on nominees who do not meet the requirements to take part in the election is deleted after the election has taken place. Information on nominees qualified to enter the elections is made available to members through the IDEAS document library. After the election, information regarding unsuccessful candidates is deleted. Information on elected Board members is kept by the IDEAS Coordinator for the duration of their tenure.

Data on the IDEAS Coordinator and ad hoc consultants

Data on the IDEAS Coordinator and ad hoc consultants are gathered at the time of hiring and include data relevant to the job or contract to be performed, e.g. CVs, contracting history and so on. The information is kept in an archive by the IDEAS Coordinator and is available for the President, Vice-President, Treasurer and Executive Secretary of IDEAS, who form the Executive Committee of the Board. Upon the end of the contracting period, contracts are filed for historical and financial accountability purposes, and data related to that contract will be stored there as well.

How the principles of the GDPR are met

1. **Awareness.** Through this note the IDEAS Board and, subsequently the IDEAS members, will be made aware of the application of the GDPR in IDEAS. This note will be published on the IDEAS website and an introductory message will be sent to all members.
2. **Information you hold.** The note identifies the personal data held by IDEAS. If and when additional data are gathered and kept, this note will be amended.
3. **Communicating privacy information.** IDEAS will ensure that no personal data are shared outside IDEAS or accessed by others than members of IDEAS.

4. **Individual's rights.** Each IDEAS member can access the data IDEAS has on them and can correct or amend the data through the IDEAS website. Some personal data will be kept in a separate archive for historical purposes. General use of this data will always be anonymised.
5. **Subject access requests.** IDEAS members have safe and encrypted access to their personal account through the IDEAS' website.
6. **Lawful basis for processing personal data.** The lawful basis for gathering data by IDEAS is the consent that members give for registering their data, as well as the legitimate interest IDEAS has to keep a historical record of its membership, for purposes of understanding the dynamics of membership over time.
7. **Consent.** IDEAS asks for consent of potential members to register the data required for their membership.
8. **Children.** Not applicable: IDEAS does not have children members.
9. **Data breaches.** IDEAS has a secure website which has standard safety procedures to provide access of privacy related data only through user accounts and passwords, and encrypted connections. The information technology consultant who maintains the website will regularly check for possible data breaches and increase or improve safety measures accordingly. The IDEAS Coordinator will ensure the security of the membership files.
10. **Data Protection by Design and Data Protection Impact Assessments.** Given the relative simplicity of the IDEAS database, and that it uses well established technology (WordPress and plugins), does not have profiling operations nor large scale processing of categories of data, a full Data Protection Impact Assessment is not needed.
11. **Data Protection Officer.** A Data Protection Officer does not need to be designated, as IDEAS is not a public authority, nor does it carry out regular and systematic monitoring of individuals or large-scale processing of special categories of data.
12. **International.** IDEAS is a global association registered in England and Wales, with a registered office at the office of its accountant in Exeter, as well as its bank accounts at a bank in Exeter. IDEAS therefore follows the GDPR rules as adopted by the United Kingdom.

Status of this note

This note was approved by the IDEAS Board on 20 May 2018. It will be amended if and when necessary, if new or ad hoc activities of IDEAS personal data is gathered. This note is published on the website of IDEAS, as will future amended versions.