

# IOM3 Active Supporters & Volunteers Data Protection & Confidentiality Policy

## Introduction

During your term as an ASV you will be given access to data and information which is confidential to the business of IOM3. All ASVs have a duty to ensure the security of this data and information and that none of it is passed to a third party either deliberately or by accident, even if the third party is a member of IOM3. All activity in relation to the handling of data must be done in compliance with the GDPR.

Please ensure that in all IOM3 activities you adhere to the following.

## Contact data and lists

If you have access to information that includes contact or personal data, you must not store on USB sticks or laptops or download onto other organisations' systems.

Any information sent you containing personal data will be password protected and must be deleted once it has been used for the purpose it was given you.

## Operational data and information

This should be handled with the utmost confidentiality. It will be password protected and only made available on a MS Teams channel or shared as a document on the respective group page accessible through your member account on iom3.org. The password will be sent to you prior to the meeting or activity and the documents taken down after they have been used.

You must not print off such material as it creates the potential for a data breach and is also a waste of paper.

## Emailing committee/group members

Within a Board or Group Leadership team, contact details are shared within the Group web pages and members of a board should expect to share their contact details with other members of the board. However, communications involving anyone outside of a board or group should always be blind copied (BCC) and contact details should never be shared with anyone for purposes outside of IOM3 business without permission.

ASVs must also respect that contact details are shared for the purposes of IOM3 activity and mailing lists should not be used for other purposes.

All alleged breaches of data handling by an ASV will be treated under the IOM3 Code of Professional Conduct regardless of the ASV's member status.

## How we store your data

IOM3 will store ASV data in the same way as all member and contact data on its database and website systems. ASVs are able to access and update their data via the IOM3 website and should ensure that their contact details and preferences are up to date.

IOM3 will ensure that its staff members are appropriately trained to handle and process Personal Data

The level, content and regularity of training shall be proportionate to the staff member's role, responsibility and frequency with respect to their handling and processing of Personal Data.

Measures implemented by IOM3 to protect the Personal Data in its possession against unauthorised or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure, will include but not be limited to:

- ensuring all staff handling Personal Data have been made aware of their responsibilities with regards to handling of Personal Data;
- limiting access to relevant databases and systems to those of its staff, agents and sub-contractors who need to have access to the Personal Data, and ensuring that passwords are changed and updated regularly to prevent inappropriate access;
- ensuring that staff use appropriate secure passwords for logging into systems or databases containing the Personal Data;
- ensuring that all IT equipment is protected by antivirus software, firewalls, passwords and suitable encryption devices;
- ensuring IT equipment, including portable equipment, is kept in lockable areas when unattended;
- not leaving portable equipment containing the Personal Data unattended;
- ensuring that any Personal Data is stored and transferred (including where stored or transferred on portable devices or removable media) using industry standard 256-bit AES encryption or suitable equivalent;
- conducting regular threat assessment or penetration testing on systems.

In common with all members and customers of IOM3, ASVs have a right to subject access requests. ASVs are expected to be familiar with the IOM3 Privacy Policy <https://www.iom3.org/privacy.html> which provides further information about how IOM3 uses and processes data and your rights under the General Data Protection Regulation.

*IOM3, November 2022*