

Introduction

The Science Council is committed to good practice in the handling of personal data and careful compliance with the requirements of UK Data Protection legislation, including the General Data Protection Regulation (GDPR) 2016 and Data Protection Act 2018 (DPA).

Scope of the policy

This policy applies to all of the Science Council's personal data processing functions, including those performed on customers', clients', employees', volunteers', suppliers', and registrants' personal data, and any other personal data the organisation processes from any source. Any infringement of this policy by an employee or volunteer will be dealt with under the relevant disciplinary process. It may also be a criminal offence, in which case the matter will be reported as soon as possible to the appropriate authorities.

Any third party working with or for the Science Council, and who have or may have access to personal data will be expected to have read, understood and to comply with this policy. No third party may access personal data held by the Science Council without having first entered into a data processing agreement, which imposes on the third party obligations no less onerous than those to which the Science Council is committed, and which gives the Science Council the right to audit compliance with the agreement.

General principles

The Science Council is a data controller and data processor. Therefore, good Data Protection practice and adherence to GDPR principles are, wherever relevant, incorporated into everyday operational procedures. These include:

- Ensuring that all data is processed lawfully, fairly and in a transparent manner in relation to the individual.
- Transparency, so that all the individuals about whom data is collected are made aware of the uses that Science Council legitimately makes of information about them, and in particular to whom it may be disclosed.
- Good quality data, so that all the data held about individuals is accurate and can be justified as adequate, relevant and limited to what is necessary.
- Clear archiving and retention periods.
- Security, proportionate to the risk of information being lost or falling into the wrong hands.

Assessing Risk

The Science Council takes account of the legitimate concerns of individuals about the ways in which their data may be used. In particular, the Science Council aims to be open and transparent in the way it uses and shares personal data and, where relevant, to give individuals a choice over what data is held and how it is used. The most important risks which this policy aims to address are:

- Negligent loss of data that would cause concern to people whose data was lost and would seriously affect the Science Council's reputation.
- Failure to engage Data Processors on legally compliant terms.
- Failure to correctly identify a Registrant.

- Sharing or disclosing Registrant Data inappropriately or with the incorrect Licensed Body/Employer or potential Licensed Body/Employer.
- Publicly listing Registrant without their knowledge.
- Breach of policy by employees and volunteers.

The Science Council assesses the level of risk to individuals associated with the processing of their personal data through Data Protection Impact Assessments (DPIA). The Science Council will manage any risks identified by the DPIA in order to reduce the likelihood of a non-compliance with this policy.

Where a type of processing, in particular using new technologies and taking into account the nature, scope, context and purposes of the processing is likely to result in a high risk to the rights and freedoms of natural persons, the Science Council will, prior to the processing, carry out a DPIA of the impact of the envisaged processing operations on the protection of personal data. A single DPIA may address a set of similar processing operations that present similar high risks.

Where, as a result of a DPIA it is clear that the Science Council is about to commence the processing of personal data that could cause damage and/or distress to the data subjects, the decision as to whether or not the Science Council can proceed must be escalated for review to the Data Protection lead.

The Data Protection lead will, if there are significant concerns, either as to the potential damage or distress, or the quantity of data concerned, seek advice from the appropriate supervisory authority. Appropriate controls will be applied to reduce the level of risk associated with processing individual data to an acceptable level.

Responsibilities and roles

The Board of Trustees of the Science Council recognises its overall legal responsibility for Data Protection compliance and is committed to compliance with all relevant laws in respect of personal data, and the protection of the rights and freedoms of living individuals whose information the Science Council collects and processes in accordance with the GDPR.

All employees and volunteers are responsible for understanding and complying with the procedures that the Science Council has adopted in order to ensure Data Protection compliance. Every employee has a responsibility to report any actual or suspected breach or near miss to the Data Protection lead so corrective action can be taken.

Science Council employees and volunteers take part in annual data protection refresher training. Science Council employees are responsible for ensuring that any personal data about them and supplied by them to the Science Council is accurate and up-to-date.

Day-to-day responsibility for Data Protection is delegated to the Data Protection lead. The main responsibilities of the Data Protection lead are:

- Being the Science Council data protection expert and liaising with external advisors to maintain compliance
 - Briefing the Board on their and Science Council's Data Protection responsibilities
 - Reviewing Data Protection and related policies to an agreed timescale
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- Advising other employees on Data Protection issues
- Ensuring that Data Protection induction and regular training takes place
- Approving or denying extraordinary requests for disclosure of personal data
- Approving contracts with Data Processors (external contractors and suppliers of outsourced services) and maintaining a record of contracts awarded.
- Notifications to statutory and regulatory bodies (i.e. the Information Commissioner's Office)
- Handling requests from individuals for their personal data, or to exercise other Data Protection Rights
- Ensuring that all Science Council activities take a 'data protection by design and default' approach to minimise the data protection risks of a project
- Carry out periodic risk assessments relating to data protection, taking into account all the circumstances of the Science Council's controlling or processing operations

Managerial responsibility

All those in managerial or supervisory roles throughout the Science Council are responsible for developing and encouraging good information handling practices within the Science Council. All managers have the following responsibilities:

- Assisting the Data Protection Lead in identifying aspects of their area of work which have Data Protection implications so that guidance can be provided as necessary.
- Ensuring that their activities take full account of Data Protection requirements.
- Including Data Protection and confidentiality in the induction and training of all employees and volunteers.

Data collection

The Science Council is a membership organisation for professional bodies across the disciplines of science. Members that meet the eligibility criteria can be licensed to award one or more of the Science Council registers. These members are known as 'Licensed Bodies'. The Science Council together with its Licensed Bodies collects and holds certain information including Personal Data that enables a scientist to be awarded professional registration and maintain a place on a Central Register.

In order to ensure that information on the Central Register is as complete and accurate as possible, Personal Data in relation to current and past registrants is shared between the Science Council and its Licensed Bodies. The following types of Personal Data belonging to Data Subjects are shared between the Science Council and Licensed Bodies:

- Name
 - Date of birth
 - Email address
 - Employer
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The Science Council does not collect special categories of personal data, as defined by Article 9 of the GDPR, nor does it collect any information on children.

Confidentiality & security

The Science Council recognises that a clear policy on confidentiality of personal data – in particular that of applicants and registrants – underpins security. It maintains a policy that sets out which employees and volunteers are authorised to access which data and for which purposes. In particular this clarifies when data may be disclosed outside the Science Council and whether such disclosures require the individual's consent.

All employees and volunteers are required to abide by any security measures designed to protect personal data from loss, misuse or inappropriate disclosure.

All employees and volunteers are responsible for ensuring that any personal data that the Science Council holds and for which they are responsible, is kept securely and is not under any conditions disclosed to any third party unless that third party has been specifically authorised by the Science Council to receive that information and has entered into a confidentiality agreement.

All personal data should be accessible only to those who need to use it. All personal data should be treated with the highest security and must be kept:

- in a lockable room with controlled access; and/or
- in a locked drawer or filing cabinet; and/or
- if computerised, password protected in line with corporate requirements; and/or
- stored on (removable) computer media which are encrypted

Care must be taken to ensure that PC screens and terminals are not visible except to authorised employees or volunteers of the Science Council. The use of privacy screens at all times are encouraged.

Manual records should not be left where they can be accessed by unauthorised personnel and may not be removed from business premises without explicit authorisation.

Personal data must only be retained or deleted in line with the Data Retention Policy. Manual records that have reached their retention date must be shredded and disposed of as 'confidential waste'. Hard drives of redundant PCs must be removed and immediately destroyed before disposal by an ISO certified company.

Processing of personal data 'off-site' presents a potentially greater risk of loss, theft or damage to personal data. Employees must be specifically authorised to process data off-site.

Disclosure of data

The Science Council must ensure that personal data is not disclosed to unauthorised third parties which includes family members, friends, government bodies, and in certain circumstances, the Police. All employees and volunteers should exercise caution when asked to disclose personal data held on another individual to a third party and should refer to the Data Disclosure Procedure for further instruction. It is important to bear in mind whether or not disclosure of the information is relevant to, and necessary for, the conduct of the Science Council business.

All requests to provide data must be supported by appropriate paperwork and all such disclosures must be specifically authorised by the Data Protection lead.

Retention and disposal of data

The Science Council will not keep personal data in a form that permits identification of data subjects for a period longer than is necessary, in relation to the purpose(s) for which the data was originally collected. For applicants and registrants this is a lifetime record, which extends to a minimum 5 years post-mortem.

The retention period for all other contact records are set out in the Data Retention Policy (*link*), along with the criteria used to determine this period including any statutory obligations the Science Council has to retain the data.

The Science Council may store data for longer periods if the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to the implementation of appropriate technical and organisational measures to safeguard the rights and freedoms of the data subject.

International data transfers

All data held by the Science Council is held in the EU. The Science Council does not currently transfer any data outside the EU.

Subject Access Requests

In most cases we will not charge a fee to comply with a subject access request. However, where the Data Protection lead considers the request to be manifestly unfounded or excessive we may charge a reasonable fee for the administrative costs of complying with the request. We will also charge a reasonable fee if an individual requests further copies of their data following a request. The fee is based on the administrative costs of providing further copies.
