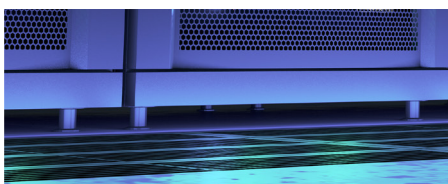
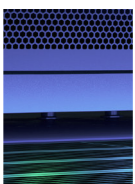
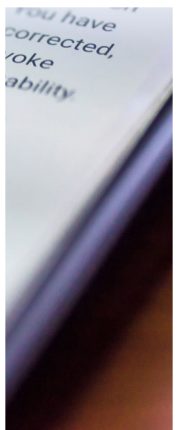
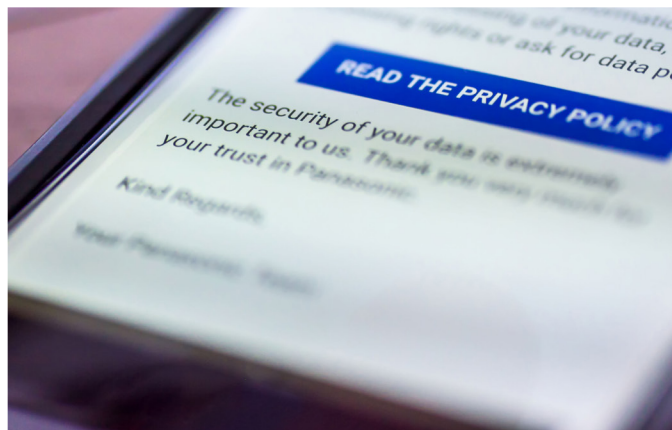
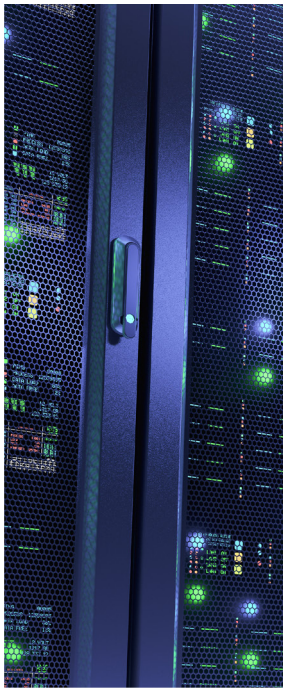
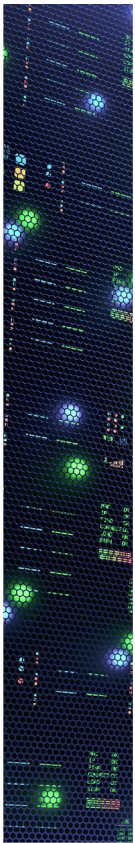
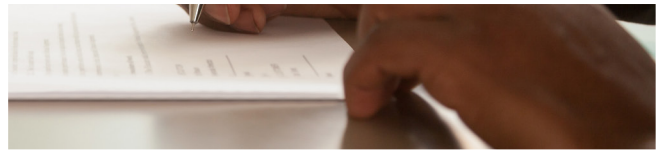
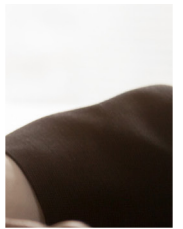
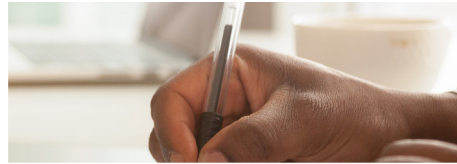


Data sharing policy



Document control

Version	Date issued	Changes
V2.0	2 May 2019	Baselined for release
V1.2	2 May 2019	Responding to comments from Mills & Reeve
V1.1	17 April 2019	Responding to Privacy Team comments
V1.0	4 April 2019	New document

Data sharing policy

Introduction

This policy should be read in conjunction with the following documents which can be found at www.icheme.org/policies:

- Data Breach Procedure
- Data Protection Policy
- Individual Data Rights Request Procedure
- Information Governance Policy
- Information Security Policy
- Records Retention Policy
- Website terms of use and Privacy Policy

Purpose and scope

The purpose of this policy is to set out the basis on which data collected by IChemE as a Data Controller is shared with other Data Controllers and Data Processors.

Definition

By 'data sharing' we mean the disclosure of data from one or more organisations to a third-party organisation or organisations, or the sharing of data between different parts of an organisation.

Data sharing can take the form of:

- a reciprocal exchange of data
- one or more organisations providing data to a third party or parties
- several organisations pooling information and making it available to each other
- several organisations pooling information and making it available to a third party or parties
- exceptional, one-off disclosures of data in unexpected or emergency situations, or
- different parts of the same organisation making data available to each other.

Record of Processing Activities (ROPA)

Under the General Data Protection Regulations (GDPR) IChemE must develop and maintain a Record of Processing Activities. This record sets out the legal basis for processing data.

From the activities list a Data Transfers and Sharing Register has been developed. Any sharing outside those activities listed on the Register has not been approved by the Privacy Team and if found to be outside the scope of the GDPR may be subject to disciplinary action.

Approach to sharing

As per the GDPR and the Information Commissioners Office (ICO) Data Sharing Code of Practice IChemE only permits data sharing where there is a legitimate interest and where the basis of this has been documented and agreed.

Permitted sharing with third parties

IChemE does permit sharing with third parties in a small number of defined circumstances where appropriate safeguards are in place. Examples of this include:

- sharing of salary survey data with data analysts to enable the production of the salary survey report
- sharing of data with publishing houses
- sharing of data with printing houses
- sharing of personal data with banks for salary transfer
- sharing of data with organisations as part of an Accredited Company Training Scheme (ACTS)
- sharing of registration details with other councils and societies to enable designatory letters to be awarded.

For each example listed in the register either a Non-Disclosure Agreement (NDA) or a Data Declaration Form will be completed to ensure the purpose of the sharing complies with the relevant legislation, any safeguards required to ensure data security have been identified and both parties are agreed on the terms in which data will be shared. Where the third party is agreeing to process the data on behalf of IChemE a Data Processing Agreement will also be signed.

Sharing data with members

As a membership organisation IChemE is required to share data with members in pursuance of their duties. Examples of where this is required include:

- as part of the application process
- as part of the change of grade process
- as part of a democratic process
- as part of a professional development process
- as part of a complaint process
- as part of a professional support process.

Wherever data is shared with a member the individual member will be asked to complete a data declaration form to ensure they understand the obligations they are taking on with regard to securing and disposing of the data.

Sharing data outside the European Economic Area (EEA)

As an international organisation IChemE does have a legitimate need to on occasion transfer personal data outside the EEA.

Where this legitimate need exists an entry will be made on the Data Transfers and Sharing Register along with the relevant basis that demonstrates that the transfer has been made in accordance with the GDPR.

Led by members, supporting members and serving society

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