

ACPRC

Policy – Information Governance



1. Revision / Review History

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2. Scope / Purpose

The purpose of this document is to describe the ACPRC policy on Information Governance, including the sharing of information between the ACPRC and its members. The information in this policy is in line with our responsibilities under the Data Protection Act 1998.

3. Key Points

- 3.1** Upon joining the ACPRC, all members must be informed of how their personal identifiable data (PID) and non-personal identifiable data (NPID) will be used.
- 3.2** All members must be given the opportunity to express a wish to opt out of any ACPRC communications at any time during their membership.
- 3.3** Any PID or NPID information supplied by a member will be held on file and on a membership database on a central server which is accessible to ACPRC committee members and its agents/employees for the purposes of administering all ACPRC activities.
- 3.4** Information about ACPRC members is routinely used for ACPRC mailings, membership and administrative purposes, promotions and analysis of membership for workforce planning.
- 3.5** We will never sell or give access to personal data to third parties for marketing or other purposes.

3.6 Any member who cancels their membership with the ACPRC should have any PID and NPID removed in line with the periods defined in the Membership policy.

3.7 The ACPRC are not responsible for any PID or NPID which is shared inadvertently due to a member failing to update their contact details.