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Institution of Agricultural Engineers

Personal Information Protection Policy Statements

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Approved Date **10th January 2018**

Approved by the Executive board

1. Introduction

At IAgrE, we are committed to providing our members with exceptional service. As providing this service involves the collection, use and disclosure of some personal information about our members, protecting their personal information is one of our highest priorities.

We will inform our members of why and how we collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This Personal Information Protection Policy, in compliance with PIPA, outlines the principles and practices we will follow in protecting member personal information. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of our members' personal information and allowing our members to request access to, and correction of, their personal information.

Policy 1 – Collecting Personal Information

- 1.1 Unless the purposes for collecting personal information are obvious and the member voluntarily provides his or her personal information for those purposes, we will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection.
- 1.2 We will only collect member information that is necessary to fulfil the following purposes:
 - To verify identity;
 - To identify member preferences;
 - To understand the financial needs of our members;
 - To open and manage their membership;
 - To process a magazine subscription;
 - To enrol the member in a program;
 - To send out association membership information;
 - To ensure a high standard of service to our members;
 - To meet regulatory requirements;

Policy 2 - Consent

- 2.1 We will obtain member consent to collect, use or disclose personal information (except where, as noted below, we are authorized to do so without consent).
- 2.2 Consent can be provided in writing, orally or electronically or it can be implied where the purpose for collecting using or disclosing the personal information would be considered obvious and the member voluntarily provides personal information for that purpose.
- 2.3 Subject to certain exceptions members can withhold or withdraw their consent for IAgrE to use their personal information in certain ways.

Policy 3 – Using and Disclosing Personal Information

- 3.1 We will only use or disclose member personal information where necessary to fulfil the purposes identified at the time of collection:
- To conduct member surveys in order to enhance the provision of our services;
 - To conduct our members directly about products and services that may be of interest.
- 3.2 We will not use or disclose member personal information for any additional purpose unless we obtain consent to do so.
- 3.3 We will not sell member lists or personal information to other parties.

Policy 4 – Retaining Personal Information

- 4.1 If we use members personal information to make a decision that directly affects the member, we will retain that personal information for at least one year so that the member has reasonable opportunity to request access to it.
- 4.2 Subject to policy 4.1, we will retain member personal information only as long as necessary to fulfil the identified purposes or legal or business purpose.

Policy 5 – Ensuring Accuracy of Personal Information

- 5.1 We will make reasonable efforts to ensure that member's personal information is accurate and complete where it may be used to make a decision about the member or disclosed to another organization.
- 5.2 Members may request correction to their information in order to ensure its accuracy and completeness. A request to correct personal information must be made in writing and provide sufficient detail to identify the personal information and the correction being sought.

Policy 6 – Securing Personal Information

- 6.1 We are committed to ensuring the security of member personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.
- 6.2 Security measures will be followed to ensure that member's personal information is appropriately protected.
- 6.3 We will use appropriate security measures when destroying member's personal information such as shredding paper documents, deleting electronically stored information.
- 6.4 We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

2. General Enquiries on Data and Privacy

If you have any questions, comments or would like further information about our privacy and information handling practices, please contact:

Data Protection Officer
The Institution of Agricultural Engineers
The Bullock Building (Building 53)
University Way
Cranfield
Bedford
MK42 0GH