

Eurachem use of Personally Identifiable Information

Introduction

Eurachem is a membership organisation whose members are National Eurachem Organisations. The general purpose of Eurachem is to assist in establishing a system for the international traceability of chemical measurements and to promote of good quality practices. It provides a forum for the discussion of common problems and for developing an informed and considered approach to both technical and policy issues.

To achieve these aims Eurachem needs to communicate with other organisations and individuals. In order to do this, Eurachem holds and uses a small amount of information about individuals; that is, Personally Identifiable Information ("personal information"). This Policy sets out what information Eurachem collects, how it will look after personal information and how individuals can control Eurachem's use of their personal information.

Scope

This policy applies to all personal information held by Eurachem Officers and Eurachem Working Groups.

Other than setting general principles, this policy does not apply to operation of the Eurachem Website, which is subject to the Eurachem Website Privacy Policy. The Website privacy policy can be found at

https://www.eurachem.org/privacy/Website_privacy_policy_current.pdf

Policy statement

Eurachem considers that personal information is the property of the individual and respects the right of individuals to control the collection and use of their personal information. To this end, Eurachem will take all reasonable measures to ensure that:

- Individuals know what information is collected and how it will be used;
- Personal information is collected only when necessary for the furtherance of Eurachem objectives;
- Information collected is proportionate to the intended use of the information;
- Personal information held by Eurachem is accurate and up to date;
- Information is not held longer than necessary for the intended use (including the maintenance of historical records);
- Personal information is kept securely.

Eurachem will comply with applicable European and National law relating to the use of personal information. Where this policy conflicts with a legal requirement, the legal requirement will always take precedence.

Why Eurachem uses Personal Identifiable Information

Eurachem collects and processes personal information in order to:

- Conduct the normal business of Eurachem; for example, arrange member consultations on guidance and provide notice of General Assembly meetings;
- Communicate with its Officers, National Representatives, representatives of Liaison organisations and members of its working groups.
- Publicise the contributions of individuals;
- Consult with the measurement community on matters relevant to Eurachem's interests;
- Inform the laboratory community of relevant Eurachem activities and developments.

Personal information held

Officers, representatives and working group members

Eurachem holds contact information about Eurachem Officers, National Representatives, representatives of Liaison organisations and members of its working groups.

Contact information always includes an individual's name, role(s) within Eurachem (if appropriate) and a contact email address. Eurachem will also, if provided to Eurachem, hold a postal address (usually place of work), telephone number, organisational affiliation and other details including, for example, job title and any academic or professional designation provided with essential contact details.

Contact information for other organisations

Eurachem will retain contact information (as above) for individuals designated as contacts of other relevant organisations, businesses employed by Eurachem and other organisations or individuals as necessary for the operation of Eurachem.

Members of the public, including Eurachem Event participants

"Members of the public" means individuals with an interest in Eurachem who are not directly associated with Eurachem through a formal appointment, membership of a working group etc.

"Eurachem Event participants" means individuals participating in any event organised by, or in collaboration with, Eurachem.

Eurachem will collect and retain personal information about participants in its events only so far as necessary for administration of the event concerned. Information on event participants will not normally be retained for more than three months after the event unless specific informed consent has been given.

Note: For most Eurachem events, participant information is collected by the local organiser and is subject to the organiser's privacy policy.

Contact information for members of the public may be collected¹ and retained for the purpose of promotion of Eurachem activities, or distribution of Eurachem information. Such contact

¹ At the time of implementation of this Policy, no such information has been collected.

information will only be collected with the full informed consent of the individual concerned; typically by 'signing up' to a particular service. Where this is arranged, Eurachem will make arrangements for cancellation of the service and removal of individual information.

Employees

Eurachem does not currently employ staff.

Information collected in voluntary consultations

From time to time, Eurachem may collect personal information from members and other individuals in the course of consultations, surveys etc. to inform policy or assess the state of practice. This will normally include limited contact information for the purpose of monitoring response or (with permission) follow-up, unless the subject specifically requires additional personal detail. For example, a consultation on training needs may include information on individual educational qualifications. Such information will only be used for the purpose for which it is collected and will not be passed to any third party or published other than in summary form. Comments, opinions etc. provided in the course of such consultations may be quoted but will not be attributed to individuals and any personal identifying information will be removed from any cited remark.

Publication and third party disclosure of Personal Information

Publication of relevant contact information

Eurachem considers the availability of contact information to be part of the normal duty of officers and representatives. In order to promote effective communication and acknowledge the contribution of individuals, Eurachem will normally publish the names of Officers, National Representatives, representatives of Liaison organisations and members of its working groups on its website and elsewhere. In addition, contact information will be published to the extent necessary for effective communication with Eurachem and its associates.

Officers need not provide personal contact information for this purpose; alternative email or postal addresses may be provided as long as an interested member of the public can contact the relevant representative or their organisation.

Note: The Eurachem Website Privacy Policy gives further detail on the publication of contact information on its website; in particular, email addresses are not displayed.

Third party disclosure

Other than publication (as above) of contact information provided by members to further the aims of Eurachem, Eurachem will not disclose contact or other personal information to any third party unless specifically authorised to do so by the individual concerned.

Retention of Personal Information

General

Eurachem will retain personal information for no longer than reasonably necessary for the purpose for which it was provided.

Contact information

Contact information will be retained for the duration of an individual's relationship with Eurachem and for an additional period of not more than two calendar years thereafter.

Information for historical record

Maintenance of historical records, including recognition of individuals' contributions to Eurachem, is considered to be in the legitimate interests of Eurachem's objectives. For this reason, records of Eurachem posts held, and other contributions to Eurachem, may be retained indefinitely unless removal is requested by the individual concerned or by a legitimate representative.

Similarly, names, affiliations and technical contributions of speakers or other contributors to Eurachem events will normally be retained as part of the record of the event, unless removal is requested by the individual concerned. Records of events - for example, event programmes, collections of Abstracts etc. - may be published on the Eurachem website or elsewhere.

Note: Where a copy of a presentation is provided for the purpose of publication, the presenter is responsible for ensuring that any personally identifiable information included (acknowledgements, emails etc) is accurate and that each individual has consented to publication of the details given.

Correction and removal of personal information

Members should contact the Eurachem Secretariat (see contact information below) if they wish specific information about them to be corrected or removed. For correction of information on the website, the webmaster may also be contacted directly.

Eurachem will correct inaccurate personal information promptly when requested to do so by the individual concerned, by their parent organisation or by another legitimate representative.

Eurachem will normally delete personal information immediately when requested to do so. Where deletion of information would impede the normal working of Eurachem, Eurachem will normally request alternative contact details, which may include organisational contact information or an alternative means of contact.

Security of personal information

Eurachem will take due care to prevent unauthorised disclosure of personal information. This will include:

- Member and contact lists will be held only by designated individuals. In particular, only the Secretary and (as necessary for maintenance of the Website contact list) the

- Webmaster will hold the current list of GA members, officers and representatives, and Working Group chairs or WG Secretaries will hold contact information on WG members.
- On transfer of responsibilities, outgoing officers holding personal information on behalf of Eurachem will provide the incoming officer with the relevant information by a secure means within one calendar month of change of responsibilities and, after ensuring accurate transfer, will delete any copies.
 - Any electronic device holding Eurachem contact or other personal information must be password protected. In rare instances when sensitive personal information (as defined in the General Data protection regulation 2016) is held, mobile devices will be protected against disclosure or loss by encryption or other inactivating measures.
 - Access to the website contact list (or any other website feature giving access to unpublished contact information) will be password protected.

Changes to our Policy on Use of Personally Identifiable Information

If Eurachem change this policy, we will post the revised policy on our website and update the Privacy Policy modification date below. Members will be informed of any material change.

Contacting Us

If there are any questions regarding this policy you may contact us using the information below.

Eurachem Secretariat
c/o Francesca Rolle
Istituto Nazionale di Ricerca Metrologica (INRIM)
Metrology for Quality of Life Division
Strada delle Cacce 91
10135 Torino Italy

Website contact form: <https://eurachem.org/index.php/contacts>

Last updated:

Date	Nature of amendment
23 May 2018	Policy created