

IEEE Technical Activities Bulletin #6

Topic: Handling Requests From Individuals Under GDPR

Bulletin Type: Action

Audience: Individuals responsible for processing personal data

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What can individuals request under GDPR?

Under the European Union General Data Privacy Regulation (GDPR), individuals may make requests regarding their data held by IEEE:

1. **Copy of Personal Data:** Upon request, an individual is allowed to receive a copy of all personal data that IEEE maintains on him or her. This information must be provided in a structured, commonly used, machine-readable, and interoperable format.
2. **Right to be Forgotten:** Upon request, individuals have the right to have their personal data erased and no longer processed by IEEE except in cases where there is a legal reason to retain the data. In addition, individuals will be removed from IEEE mailing lists.
3. **Data Portability:** The right for an individual to receive their personal data, which they have previously provided in a 'commonly use and machine readable format' and the ability to transmit that data to another.

How does someone make these requests?

Individuals may send an email to the IEEE Data Privacy Officer (DPO) at privacy@ieee.org with 'GDPR Request' in the subject line.

How will I know if a request has been made that affects my Society/Council/Technical Community?

Technical Activities (TA) has set up a process for requests made by individuals either to receive a copy of their personal data or to have their data be erased by IEEE systems.

When IEEE receives a request, the IEEE DPO will send the request to the TA GDPR specialist, who will email the request and a form to the GDPR-identified representative from each individual Society, Council, and Technical Community (S/C/TC), as well as any other TA Staff organizations that hold personal data.

Each individual organization will query their systems to determine if the individual is in any of their databases and respond accordingly to the form provided in the email. Organizations should provide a response within 48 hours. The response process will be clearly defined in the email that goes out to all organizations.

Who is my S/C/TC's GDPR-identified representative?

- **Staffed Organizations:** Societies, Councils, and Technical Communities with IEEE staff will identify a single staff person to process the request as the GDPR-identified representative.
- **Non-Staffed Organizations:** Initially, the President of the Society or Council will be the GDPR-identified representative. The President may appoint a designated contact person within the organization to handle these requests and notify the TA GDPR specialist accordingly.

How can I learn more?

Visit the [Technical Activities GDPR Resource Page](#) or the [IEEE GDPR page](#).

Please share this information with additional volunteers, contractors, temporary employees, interns, and consultants as needed.

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What's Next? Bulletin #7 will focus on ***Personal Data Management and Retention Procedures***