

IEEE DATA PRIVACY QUICK FACTS

Data privacy is an increasingly important part of how customers want to be treated and companies conduct business, which IEEE has embraced and supported globally.

The first major regulation was the General Data Protection Regulation (GDPR) which went into effect in 2018. IEEE has updated policies and procedures to comply with the regulation and guidance on what IEEE will do to comply with the regulation. Below you will find detailed information regarding your role as a Technical Activities Leader in supporting compliance activities.

IEEE volunteers are expected to be familiar with the data privacy regulations and their responsibilities to protect and properly use personal information that is entrusted to IEEE. The links below will provide you with information to assist you. Additionally, any volunteers who have direct access to personal information, particularly IEEE Roster information, should take the IEEE Volunteer Data Privacy compliance course. Information on training can be found via the link below in the “Additional Resources” section.

IEEE has chosen to, when possible, apply the concepts of the General Data Protection Regulation (GDPR) to all individuals, even those outside of the EU. It is critical for all volunteers and staff adhere to our data policies and procedures. In the case of the GDPR, violation of the regulation can result in substantial fines. The following is a short summary, for more detailed information, visit the [Technical Activities Data Privacy Resource Page](#).

IEEE Volunteers and Staff Are Responsible For

- Proper collection, management, and use of personal data held on behalf of IEEE, including mailing lists.
- Responding to requests for copies of personal data and permanently deleting that data upon request by an individual. ([Bulletin 6: Handling Requests From Individuals Under GDPR](#))
- Reporting data breaches to IEEE IT Security Team at privacy@ieee.org as soon you discover them. IEEE only has 72 hours to notify European Union authorities. ([Bulletin 2: Handling Data Breaches Under GDPR](#))
- Requiring accepting the IEEE Privacy Policy to complete event registration if your Society, Council, or Technical Community is a major financial sponsor. ([Bulletin 5: GDPR and Event Registration](#))

Campaign and Data Use

Must Do

Capture consent before communicating with an individual unless the communication meets the membership or transaction rules described below.

Validate your mailing list within 72 hours prior to distribution. If you are using centralized internal staff supported programs such as MGA eNotice or Business and Data Related Services (BDRS) validation is performed automatically. This applies to conference lists as well as society lists. ([Bulletin 11: Mailing List Consent Validation](#))

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Respond to individual data subject requests (e.g., copies of personal data or deleting personal data) promptly. Erasing an individual's information from your databases, systems, and mailing lists must occur within 21 days of the request. This only applies when there is not a legal requirement to retain the data. ([Bulletin 6: Handling Requests from Individuals Under GDPR](#))

Can Do

You **are allowed** to send communications to your members about membership information (e.g., membership newsletters, renewal information) even if the member has not accepted the IEEE Privacy Policy. *[Effective September 2019, acceptance of the IEEE Privacy policy is required during renewal]*

You **are allowed** to communicate with an individual who has interacted with your Society, Council, or Technical Community in the preceding 36 months (e.g., attended a conference, subscribed to a journal) if the communication is about that interaction (e.g., inform 2019 attendees about the 2020 conference).

Cannot

You can **never** communicate with an individual who has selected DO NOT CONTACT in the IEEE privacy portal. Always confirm your mailing list with the Consent Management System (CMS) using the [IEEE List Validator Tool](#) ([Bulletin 11: Mailing List Consent Validation](#)) If your Society, Council, or Technical Community is using IEEE systems, these checks are done automatically.

If an individual only engages with you on social media, this does not count as consent. You cannot communicate with this individual outside the respective social media platform or add them to your mailing list. ([Bulletin 8: GDPR and Social Media](#))

Other Important Information

- If you manage your community's website, add the [Cookie Banner](#) and [IEEE Privacy Policy](#) to your websites ([IEEE Website and Campaign Consent Collection Instructions](#))
- Ensure your websites do not list individuals' addresses and phone numbers. ([Bulletin #9: Data Privacy and Personal Information on Websites](#))
- Require accepting the IEEE Privacy Policy to complete event registration if your Society, Council, or Technical Community is a major financial sponsor. ([Bulletin #9: Data Privacy and Personal Information on Websites](#))
- All contracts must include data privacy clauses to ensure that our vendor partners support our compliance obligations.

If you have questions or need assistance, please contact [TA Answer Central](#).