IEEE STANDARDS ASSOCIATION

IEEE Data Privacy Guidelines & Working Group Communications

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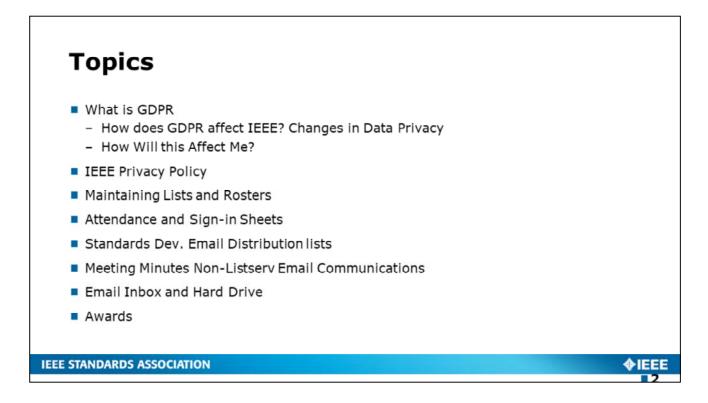
2019 PES JTCM - PSRCCC January 17, 2019 Erin Spiewak

As mentioned previously in the March Meeting a new regulation called the General Data Protection Regulation (GDPR) took effect on 25 May 2018 and, as expected, is having a far-reaching impact on how business is conducted worldwide.

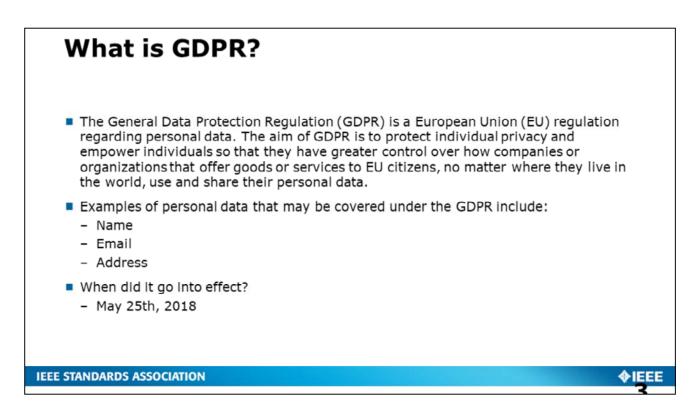
For IEEE volunteers, the current process of collecting personal data and emailing on behalf of IEEE has changed and impact your day-to-day IEEE volunteer activities.

For IEEE members, IEEE respects your privacy and wants to honor the way that you wish to receive communications. Our goal is to continue to provide our members with valuable IEEE updates, information on new products and services, and opportunities in a way that best fits each member. You will be asked to provide consent for us to continue to share the communications you value and may already receive.

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These are the topics I will cover



SO what is GDPR?

> The General Data Protection Regulation (GDPR) is a European Union (EU) regulation regarding personal data. The aim of GDPR is to protect individual privacy and empower individuals so that they have greater control over how companies or organizations that offer goods or services to EU citizens, no matter where they live in the world, use and share their personal data.

Examples of personal data that may be covered under the GDPR include:

- ≻Name
- ≻Photo
- ≻Email
- ➤ address
- ➢Posts on social networks
- ➢IP address

How does GDPR affect IEEE?

- To ensure compliance, as well as respect the privacy of all individuals, IEEE has decided to apply GDPR standards to all individuals and not only European citizens.
- We value your contribution to IEEE and strongly believe in ensuring any use of personal data by you, in your IEEE volunteer role, is compliant with the GDPR. To do so, IEEE has worked toward making the necessary updates needed. Many of these items are either completed or in progress.
- IEEE needs to ensure that all current data is compliant with GDPR.
- All mailing lists, email address data, etc. collected in the past without consent will need to be deleted or become compliant.
- Guidance on what and how to collect personal data and handle that data in a compliant way

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So how does GDPR affect IEEE? To ensure compliance, as well as respect the privacy of all individuals, IEEE has decided to apply GDPR standards to all individuals and not only to European citizens.

➢IEEE has been carefully reviewing and redesigning our privacy policy, business processes, and how we collect, use, share and retain the personal data of our members, customers, volunteers, and professional staff worldwide.

>The Impact to IEEE Volunteers

➢As IEEE volunteer, we value your contribution to IEEE and strongly believe in ensuring any use of personal data by you, in your IEEE volunteer role, is compliant with the GDPR. To do so, IEEE has worked toward making the necessary updates needed. Many of these items are either completed or in progress.

>IEEE needs to ensure that all current data is compliant with GDPR.

➤All mailing lists, email address data, etc. collected in the past without consent will need to be deleted or become compliant.

In addition, instructions will be provided to collect explicit consent for some types of communications you conduct in your role as an IEEE Volunteer. Guidance on what and how to collect personal data and handle that data in a compliant way

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How does GDPR affect IEEE? What choices will I have when asked for consent? - You will hold the right to object if IEEE is processing data for direct marketing You will hold the right to be forgotten - You can consent to IEEE using your data for the purposes stated when your personal data was collected. What is being done to ensure IEEE is compliant with GDPR? - Inventory existing applications that collect, process, or store personal data - Create new processes where necessary - Update existing processes to comply with GDPR - Prioritize applications that need updates and recommend changes where needed Add language and checkboxes where data is collected to gain explicit consent Engage in communications to gain explicit consent from people in existing databases IEEE STANDARDS ASSOCIATION � IEEE

How does GDPR affect IEEE

>What choices will I have when asked for consent?

You will hold the *right to object* if IEEE is processing data for direct marketing

>You will hold the *right to be forgotten*

>You can consent to IEEE using your data for the purposes stated when your personal data was collected.

What is being done to ensure IEEE is compliant with GDPR?

Inventory of existing applications that collect, process, or store personal data

>AND Create new processes where necessary

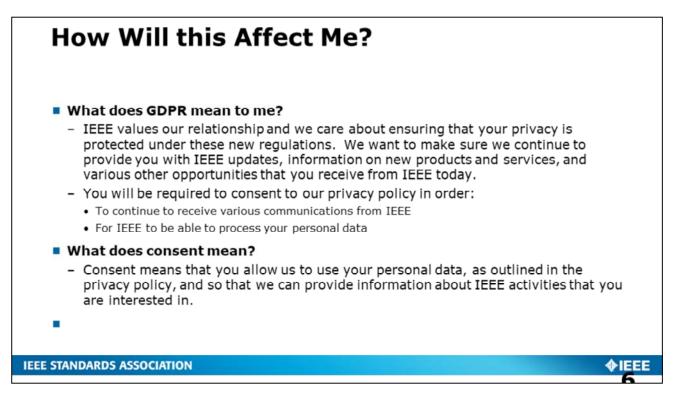
>Updating existing processes to comply with GDPR

>Prioritizing applications that need updates and

recommend changes where needed

Adding language and checkboxes where data is collected to gain explicit consent

Engageing in communications to gain explicit consent from people in existing databases



>What does GDPR mean to me?

IEEE values our relationship with you and we care about ensuring that your privacy is protected under these new regulations. We want to make sure we continue to provide you with IEEE updates, information on new products and services, and various other opportunities that you receive from IEEE today.

You will be required to consent to our privacy policy in order:

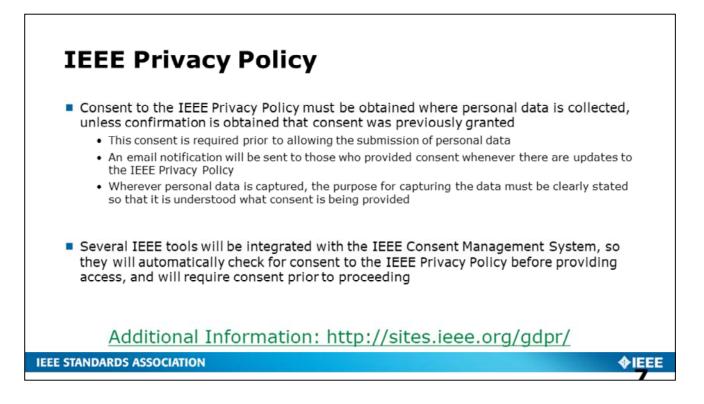
To continue to receive various communications from IEEE

➢For IEEE to be able to process your personal data

>What does consent mean?

Consent means that you allow us to use your personal data, as outlined in the privacy policy, and so that we can provide information about IEEE activities that you are interested in.

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In addition Consent to the IEEE Privacy Policy must be obtained where personal data is collected, unless confirmation is obtained that consent was previously granted

- This consent is required prior to allowing the submission of personal data
- An email notification will be sent to those who provided consent whenever there are updates to the IEEE Privacy Policy
- Wherever personal data is captured, the purpose for capturing the data must be clearly stated so that it is understood what consent is being provided

Several IEEE tools will be integrated with the IEEE Consent Management System, so they will automatically check for consent to the IEEE Privacy Policy before providing access, and will require consent prior to proceeding

IEEE Privacy Policy

- Since consent to the IEEE Privacy Policy is required for all instances where personal data is collected, you will need to incorporate the capture of this consent and communication of the consent to the IEEE Consent Management System in registration forms (including event registration) or web forms that collect personal data
 - Note that email is not an appropriate mechanism for collecting personal data, and must not be used to collect sensitive personal data
- IEEE-SA has a capture consent mechanism that non-IEEE sites can link https://engagestandards.ieee.org/IEEE-SA-Privacy-Policy-Acceptance.html
- If data is collected in a non-IEEE application or non-IEEE site, the collection of the data must be compliant, and consent must be uploaded to the IEEE Consent Management System promptly
 - IEEE is currently testing a tool to allow authorized Data Managers to upload consent
 - · There will be file naming and file format conventions that must be followed
 - The data fields for consent must be provided so that IEEE retains an audit of the consent

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Since consent to the IEEE Privacy Policy is required for all instances where personal data is collected, you will need to incorporate the capture of this consent and communication of the consent to the IEEE Consent Management System in registration forms (including event registration) or web forms that collect personal data

 Note that email is not an appropriate mechanism for collecting personal data, and must not be used to collect sensitive personal data

>IEEE-SA has a capture consent mechanism that non-IEEE sites can link to. Here is that link. https://engagestandards.ieee.org/IEEE-SA-Privacy-Policy-Acceptance.html

➢ If data is collected in a non-IEEE application or non-IEEE site, the collection of the data must be compliant, and consent must be uploaded to the IEEE Consent Management System promptly

- IEEE is currently testing a tool to allow authorized Data Managers to upload consent (List validator setting up sponsor and WG people to have access)
- > There will be file naming and file format conventions that must be followed
- The data fields for consent must be provided so that IEEE retains an audit of the consent

Y	'our Personal Data
	IEEE Standards captures your personal data to comply with IEEE standards development policies and procedures, legal and accreditation requirements, and for patent review by parent offices
1	Your name & affiliation must be retained and made publicly available to document participation in standards development meeting and other IEEE-SA activities - Membership rosters - Attendance lists - Ballot lists - Participant lists - Contributors to IEEE standards projects and activities
	 Your personal information is required to perform your role Governance volunteers are listed for governance committees to which they are appointed or elected, and contact information is provided in the IEEE-SA Pocket Directory Sponsors and WG officers are listed as contacts for IEEE-SA work items for which they are responsible, including on the PAR Working group members and balloters are listed in the front matter of IEEE standards
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So What does IEEE standards do with your personal data? As you are aware for the Standards development process

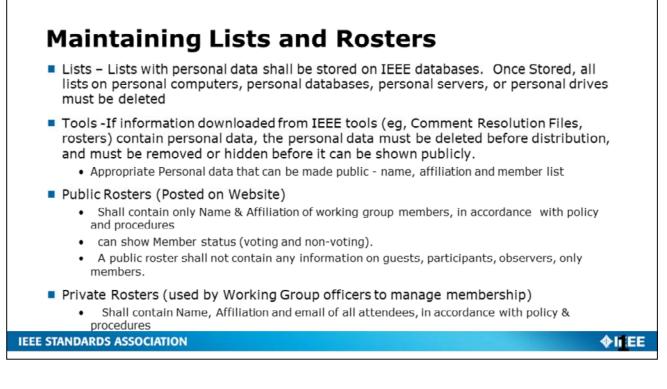
IEEE Standards captures your personal data to comply with IEEE standards development policies and procedures, legal and accreditation requirements, and for patent review by parent offices

Your name & affiliation must be retained and made publicly available to document participation in standards development meeting and other IEEE-SA activities

> Membership rosters, Attendance lists, Ballot lists, Participant lists, Contributors to IEEE standards projects and activities

>Your personal information is required to perform your role

Governance volunteers are listed for governance committees to which they are appointed or elected, and contact information is provided in the IEEE-SA Pocket Directory. Sponsors and WG officers are listed as contacts for IEEE-SA work items for which they are responsible, including on the PAR. Working group members and balloters are listed in the front matter of IEEE standards



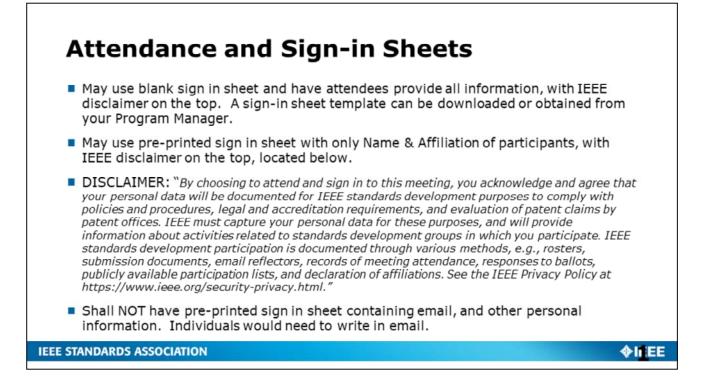
When maintiaining lists and rosters

So to comply to the policy, request With regards to info like Lists and Roster, the WG leadership shall store them in IEEE databases, once they are stored all lists on personal computers, personal databases, personal servers, or personal drives must be deleted

Private Rosters (used by Working Group officers to manage membership)

Shall contain Name, Affiliation and eMail of all attendees, in accordance with policy. Can contain physical mailing addresses for the WG award process

(*Erin add note- addresses not limited to WG members, if contribution made by nonmember can provide award)



With Attendance and Sing in sheets.. you

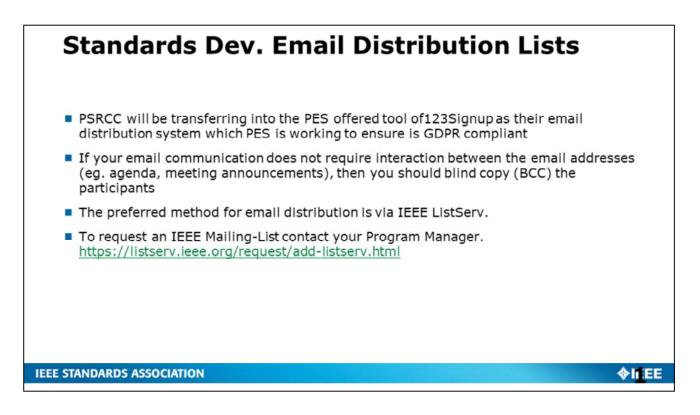
Sample Sign in Sheet

[insert WG Name] Working Group Meeting Sign-In Sheet [insert mm/dd/yyy]

By choosing to attend and sign in to this meeting, you acknowledge and agree that your personal data will be documented for IEEE standards development purposes to comply with policies and procedures, legal and accreditation requirements, and evaluation of patent claims by patent offices. IEEE must capture your personal data for these purposes, and will provide information about activities related to standards development groups in which you participate. IEEE standards development participation is documented through various methods, e.g., rosters, submission documents, email reflectors, records of meeting attendance, responses to ballots, publicly available participation lists, and declaration of affiliations. See the IEEE Privacy Policy at https://www.leee.org/security-privacy.html.

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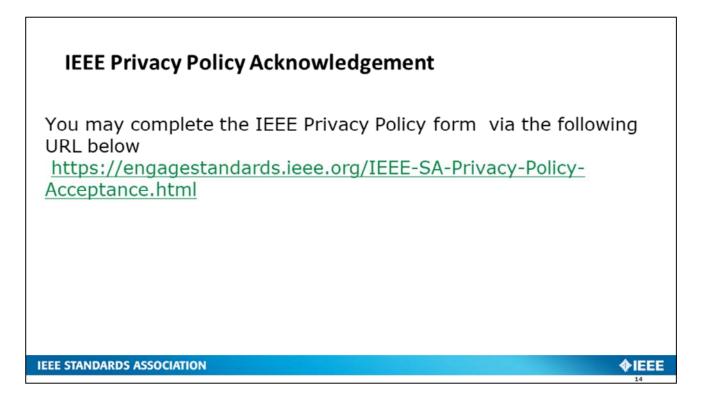


>Transformers uses 123Signup as their email distribution system which PES is working to ensure is GDPR compliant

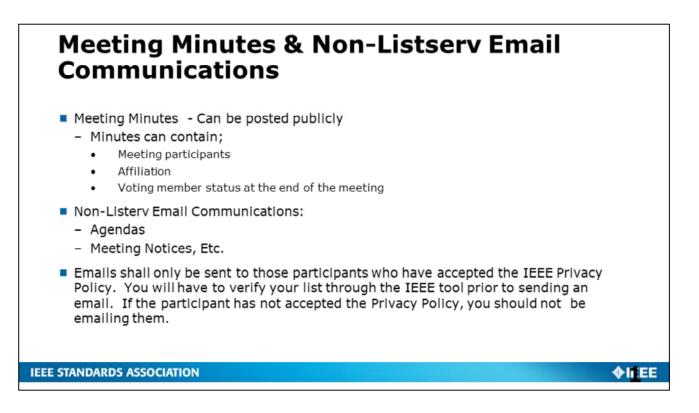
➢If your email communication does not require interaction between the email addresses (eg. agenda, meeting announcements), then you should blind copy (BCC) the participants

>The preferred method for email distribution is via IEEE ListServ.

➤To request an IEEE Mailing-List contact your Program Manager. <u>https://listserv.ieee.org/request/add-listserv.html</u>



To provide consent to the IEEE Privacy Policy, here is the link to access the online IEEEE privacy policy form



Refresher on Communications, minutes etc

>Meeting Minutes - Can be posted publicly

»Minutes can contain;

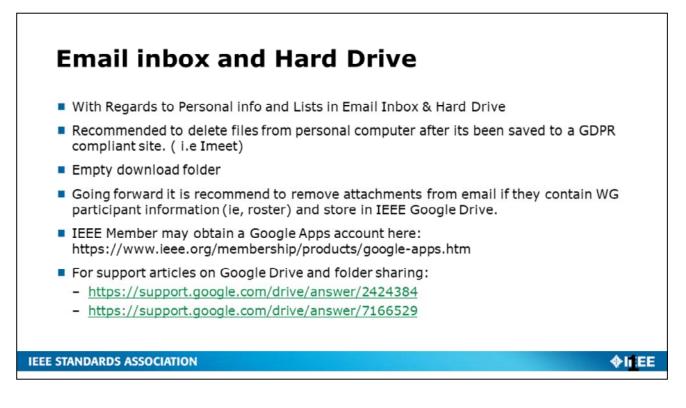
- Meeting participants
- > Affiliation
- > Voting member status at the end of the meeting (voting member/non member)

>Non-Listerv Email Communications:

⊳Agendas

»Meeting Notices, Etc.

➢Emails shall only be sent to those participants who have accepted the IEEE Privacy Policy. You will have to verify your list through the IEEE tool prior to sending an email. If the participant has not accepted the Privacy Policy, you should not be emailing them.



With Regards to Personal info and Lists in Email Inbox & Hard Drive

Recommended to delete files from personal computer after its been saved to a GDPR compliant site. (i.e Imeet)

Empty download folder

➢Going forward it is recommend to remove attachments from email if they contain WG participant information (ie, roster) and store in IEEE Google Drive.

>IEEE Member may obtain a Google Apps account here: https://www.ieee.org/membership/products/google-apps.htm

>For support articles on Google Drive and folder sharing:

https://support.google.com/drive/answer/2424384

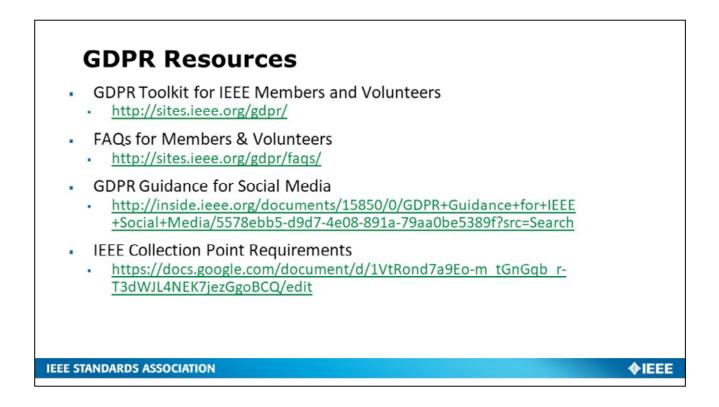
https://support.google.com/drive/answer/7166529

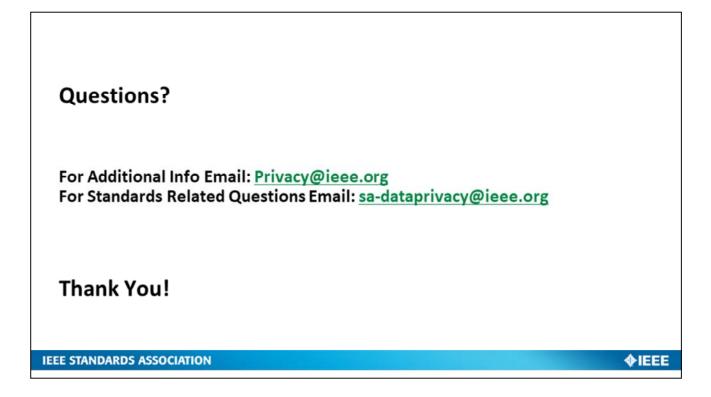
Awards

The officers should be able to collect mailing addresses also if they want awards mailed to participants. If they have the addresses, then they only have to ensure that all members accepted the IEEE Privacy Policy so we can send the awards.

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Thank you for your time today, as we reviewed the Requirements for effective meetings.