

IfSE Forums, Groups and Committees GDPR and IPR Consent Form

Overview

The purpose of the IfSE Forums, Groups and Committees is to provide forums for networking, supporting professional development, furthering the discipline of Systems Engineering and to network with like-minded people.

In most cases you need to be an Institute for Systems Engineering (IfSE) member to join these IfSE Forums, Groups and Committees but there are exceptions to this rule.

This document is intended to provide all IfSE Forums, Group and Committees members involved as IfSE members/or non-members with the appropriate guidance and procedure with respect to GDPR and the protection of any data held by the IfSE Groups and Committees and its members.

Volunteers involved in professional development, sign a term of reference document, which means they do not need to sign this form.

IfSE Members at the point of joining and as part of the annual renewal process have signed up to the IfSE Code of Conduct which means they have already agreed to comply with the policies and procedures of IfSE, therefore they do not need to sign this form but should read it.

Any person who is not an IfSE member, who is being granted access to the IfSE Microsoft Teams Environment and data, needs to have signed this consent form prior to being given access to any data or IfSE's Microsoft Teams Environment.

Definitions

IfSE Member any individual who holds a membership number with the Institute of Systems Engineering (IfSE)

IfSE Group any group formed by an IfSE member or IfSE UKAB member to address subjects of particular interest to Systems Engineering in the UK and are referred to as either a Working, Local o Interest or Collaboration Group and approved by the IfSE Council

IfSE UKAB Collaboration Groups – any IfSE Member who works for a UKAB Company and is invited to join a Collaboration Group or any employees of a UKAB Company who is asked to join a Collaboration Group by their company.

IfSE Committee means any committee proposed by an IfSE member or IfSE UKAB member and approved by the IfSE Council

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IfSE Forum means any forum proposed by an IfSE member or IfSE UKAB member and approved by the IfSE Council

IfSE Forum, Group and Committee members – any IfSE Member or non-member involved in any IfSE Forum, Group or Committee activities

Participants as prescribed shall be responsible for determining the ownership and the availability of Intellectual Property for licensing to IfSE

Volunteer means an Individual who takes part in any of the IfSE Committee, Forums, Groups or other Volunteer activities.

Third Party means a person or group who is not an IfSE member or non-member involved in any IfSE Groups or Committees activities

GDPR Responsibilities

All Volunteers, whether a IfSE member or not, are responsible for ensuring that they comply with relevant IfSE Policies, Terms of Reference and procedures such as IfSE Groups and Committees Policy and IfSE Data Protection Policy.

All event promotion, registration, attendance monitoring and use of MS Teams channels relating to IfSE Forums, Groups and Committees events and working sessions must comply with UK GDPR legislation at all levels of the organisation.

Any data gained by any IfSE Forums, Groups or Committees or any of its members from attending any IfSE Forum, Group or Committee meetings/events will not be shared with any third parties unless consent is freely given without any pressure or negative consequence for refusal.

All IfSE Forum, Group and Committee members should be fully informed of any data that is collected during their activity within any of the IfSE Forums, Groups or Committees including the reason for collecting said data, how it will be used, and any third-party involvement should this be required.

Any data collected will be held for an appropriate duration (as is required by GDPR considerations) and then culled. Data held under GDPR should be reviewed annually.

A request to see any data held should be made to the IfSE Forum/Group/Committee Lead/Chair. If any data held is incorrect the right to rectification of the information will be afforded to the person to whom the information relates.

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IPR Responsibilities

It is the intent and purpose of IfSE Forums, Groups and Committees to use participation of IfSE members and non-members to develop products relating to all facets of Systems Engineering to be published. It is the intent of IfSE to retain Intellectual Property Rights (IPR) granted to them by the owner to such Works as defined in the IfSE Copyright policy (Works) in the form of nonexclusive, unencumbered licenses that grant IfSE the right to use such Intellectual Property in perpetuity and that reserve to the owner all IPR, such as copyright.

Any Forum, Group and Committee members participating in the development of any Works (Participants) as prescribed shall be responsible for determining the ownership and the availability of Intellectual Property for licensing to IfSE. Participants shall ensure that any and all Works deemed necessary or appropriate by IfSE are executed to license Intellectual Property owned by the Participant, the Participant's employer, or another party by prior agreement with the Participant.

IfSE will hold the IPR on outputs from IfSE Forums, Groups and Committees.

The appropriate copyright statements must be placed on Works. These are defined in the IfSE Copyright Policy which is available on www.ifse.org.uk

Authority

- The various IfSE Forums, Groups and Committees and their members hold no delegated authority on behalf of IfSE and should not sign any documentation on their behalf.
- If at any time the signatory wishes to withdraw their consent to the IfSE Forums, Groups and Committees holding their data the signatory will provide a written statement to remove their authorisation. This should be sent to the relevant chair and copied to the Secretariat (enquiries@ifse.org.uk).
- That on production of said written statement above the IfSE Forums, Groups and/or Committees confirm to the signatory in writing that all data pertinent to them has been removed and deleted from all records.

Accountability

- As stipulated in IfSE policies (which can be found on the IfSE website www.ifse.org.uk) which are relevant to this volunteer role:
 - Data Protection Policy
 - Groups and Committee Policy

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- Copyright policy
- Disciplinary and Appeals Procedure
- IfSE Forums, Groups and Committees members should ensure they are familiar with the UK General Data Protection Regulation (GDPR) which can be found on the Information Commissioners (ICO.) website.
- All IfSE Forums Groups and Committees members should employ due diligence when handling any IfSE Forums Groups or Committees member's data as part of their role and should remove all IfSE Forums, Groups or Committees member's data they hold when that member's activities with any Forum, Group or Committee has ceased.
- Any member of the IfSE Forums, Groups or Committees who breaches the terms of this consent may be subject to professional disciplinary action as outlined in the IfSE Disciplinary and Appeals Procedure.

By signing this document, the signatory confirms that they will adhere to IfSE's Groups and Committees Policy, or Forums Terms of Reference, Copyright Policy and Data Protection Policy by ensuring that any data handled by them as a member of an IfSE Forum, Group or Committee will be carried out under the UK General Data Protection Regulation (GDPR) which can be found on the Information Commissioners (ICO.) website. The signatory also confirms that they understand that the Intellectual Property from these forums is owned by IfSE.

Name: _____

Signed: _____

Date: _____