



DATA PROTECTION

The IWC Secretariat is committed to complying with the data protection principles set out in the EU General Data Protection Regulations 2016 ('GDPR') and the UK Data Protection Act 2018 ('DPA') which serve to protect an individual's right to privacy. In summary the organisation will strive to ensure that personal data is:

- processed fairly and lawfully;
- obtained and processed for specified and lawful purposes;
- adequate, relevant and not excessive for those purposes;
- accurate and kept up to date;
- not kept for longer than is necessary; and
- protected by appropriate measures against unauthorised or unlawful processing or accidental loss.

All employees are expected to comply with the IWC's Data Protection Policy. How the IWC will use personal data can be found in the IWC's Privacy Notice and Employee Privacy Notice.

Unauthorised disclosure of personal information can have very serious consequences. It is a disciplinary offence and may constitute gross misconduct leading to summary dismissal.

If you have any queries concerning data protection security, you should raise them with the IT & Information Security Officer or Head of Finance & HR.