

SPECIALIST GROUP & CAUCUS CONVENOR DATA PRIVACY INTEGRITY POLICY



1. MEMBER DATA PROTECTION

Specialist Groups and Caucuses are integral parts of APSA. Membership data for all groups and networks is held on the APSA website and as such is the responsibility of APSA. Membership data is locked and not publicly available.

All delegated persons acting on behalf of the APSA must conform to APSA's Code of Conduct and Website Privacy Policy.

Specialist Group and Caucus Convenors have responsibility for the management of their group delegated to them by the APSA Board. In order to fulfil their role, Convenors will have access to and may be required to process the personal information of their group's membership.

Through the APSA website, Convenors may view the personal information of prospective and accepted members of their group for purposes only related to the business of the group. Convenors may also, from time to time, need to export the membership list of their group from the APSA website in order to fulfil a specific purpose related to the business of the group.

Convenors must protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting personal data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to personal data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it).

Convenors must not transfer any personal data outside of APSA.

Convenors must notify APSA within 24 hours on becoming aware of a personal data breach.

Convenors must delete or return personal data and copies thereof to APSA on completion of their convenorship.

Convenors must not represent themselves as acting on behalf of APSA without authorisation from the Board.

APSA does not consent to Convenors appointing any third-party processor of personal data under this Policy without prior written authorisation from APSA. This includes third parties such as publishers, event host universities and other learned societies.

A fresh data export must be completed for every new stream of work to ensure the records used each time are accurate and up to date.

Membership data must not be transferred within the group or network for use by its members.

Membership data must not be transferred to other Convenors or members of the group who have not agreed to this Policy in writing.

Membership data must not be published online or in any printed material by the Convenors or any other members of the group or network.

Any breach of the above terms will be investigated by the APSA Board.

2. MEMBERSHIP DATA PROCESSING

If Convenors process any personal data on APSA's behalf when performing their obligations under this agreement, APSA is the controller, and the Convenor is the processor.

Without prejudice to the generality of this clause the Convenor shall, in relation to any personal data processed in connection with their performance of the role of the Convenor, agree to the process that personal data only for the purposes of advancing events, activities, providing resources and communications to Specialist Group or Caucus membership as it relates to APSA.

3. SPECIALIST GROUP AND CAUCUS MEMBERSHIP COMMUNICATIONS

Convenors must use the messaging system set up via their Specialist Group or Caucus webpages for all group communications to their memberships; third party messaging platforms should not be used for these purposes.

4. SHORT POLICY: POP UP TEXT FOR CONVENORS WITH BACKEND ACCESS TO WEBSITE

Specialist Groups and Caucuses are integral parts of APSA. Membership data for all Groups and Caucuses is held on the APSA website and as such is the responsibility of APSA.

As such, Convenors agree to conform to APSA's Member Code of Conduct, Website Privacy Policy, Specialist Group and Caucus Convenor Content Update Protocol and this Specialist Group and Caucus Convenor Data Privacy Integrity Policy. This covers data privacy, protection and management for all Specialist Group and Caucus membership details, and guidance on appropriate content for Specialist Group and Caucus webpages.

I have read and agree to the APSA Website Privacy Policy, Specialist Group and Caucus Convenor Content Update Protocol and Specialist Group and Caucus Convenor Data Privacy Integrity Policy. [TICK BOX]

Version	Amendments	Approved By	Date	Next Review
2026.1	Initial protocol	APSA Board	31Mar26	Mar28