



## **General Data Protection Regulation and the European Oncology Nursing Society**

Brussels, 24/04/2018

### **Background**

In May 2018, the European Union's Data Protection Regulation (GDPR) will come into force implementing new rules and regulations for the protection of European Union citizens' data, and any individuals whose data passes through Europe. At EONS, we have been through a process of analysing and understanding the GDPR to ensure that we are GDPR compliant before the inception date (25 May 2018). This document outlines for EONS' members the steps that we are taking to ensure this, and suggestions for ways to work with members to make sure that they are also GDPR compliant and protecting the data of their members in turn.

### **Ensuring Transparency about Data Collection and Awareness about the GDPR**

1. Privacy Notice/Statement (see page 3)

There should be a link to this on each application form and registration form.

2. All Communications undertaken by EONS including: emails from EONS addresses, the newsletter and magazine will include the phrase:

*'The European Oncology Nursing Society is compliant with the General Data Protection Regulation of the European Union (Regulation (EU) 2016/679).'*

3. Risk Register

The threat of data breaches will be included in the EONS risk register and monitoring reports provided to each quarterly board meeting.

### **Data Management**

Where EONS is the Data Controller:

4. EONS Membership Database
  - a. From now on, this database will be password protected and only accessible to the EONS COO and Membership Manager.
  - b. Only essential data will be maintained / collected.
  - c. Data on former EONS members will be deleted.
  - d. Any EONS member has the right to be deleted from the database at their request.



5. Opt-in/Opt-Out boxes

From May onwards, when people provide data to EONS they will need to either tick a box in a form that indicates that they give EONS permission to handle their data under the terms of the GDPR, or opt out. It will be clearly stated what their data will be used for. Those who opt out will need to have their information deleted after the meeting and not used for internal EONS use such as receiving the newsletter.

These boxes need to be included in:

- Grant and project applications
- Meeting registrations
- Newsletter subscriptions
- Membership applications

Where EONS is a data processor:

6. Whenever EONS shares data with a third party (such as conference organisers for invitations or passing on information about EONS members for ECCO meetings for example, we need to have the explicit consent of the data provider (Scientific Committee member or EONS member for example).
7. EONS will share these steps with all member societies to ensure that they also take the appropriate steps in their roles as data processors when they send data to EONS.



## **EONS' Privacy Statement**

EONS is compliant with the General Data Protection Regulation of the European Union (*Regulation (EU) 2016/679*). Any data that we collect through our work will be managed under the rules of this regulation and not sold or given to any third parties for commercial benefit.

How we protect your data:

### *EONS Members*

Your data will be used to share information about EONS activities, updates, meetings and to generate membership fee invoices. This is being kept in a secure database that contains only information on current EONS members. You have the right to be erased from this database if you prefer by writing to the contact email below, however it will then not be possible to continue to receive information about EONS.

### *Newsletter subscribers*

Your name and email addresses will be kept solely for the purpose of sending you this publication. You may at any time request that this subscription should be cancelled by letting us know at the email address [eons.communications@cancernurse.eu](mailto:eons.communications@cancernurse.eu)

### *Members of the public registering to EONS' events*

Each registration form for EONS' events will include the option to opt out of the EONS' database which means you will not receive further information about EONS events or newsletters. When participants decide to opt in, EONS will keep this data for internal use only and inform individuals of any changes to our data protection policies.

(Insert tick box to show the reader has read the privacy notice)