



Policy TITLE:	Personal Data Protection
Policy NO.:	1-127
REVISION NO:	0
Program	Administration

Committee Approved Date:	NA
Policy Committee Reviewed Date:	1/4/2019
TNI Board of Directors Endorsed Date:	1/9/2019
SOP Effective Date:	1/9/2019

I. PURPOSE AND APPLICABILITY

This Policy describes how TNI collects and uses personal data.

II. BACKGROUND

Personal data protection policies prohibit the disclosure or misuse of information about private individuals and there is a growing awareness of the need for such policies. The basic principles of data protection are:

- A stated purpose for all data collected.
- Information collected by an individual cannot be disclosed to other organizations or individuals unless specifically authorized by law or by consent of the individual.
- Records kept on an individual should be accurate and up to date.
- Mechanisms available for individuals to review their data to ensure accuracy.
- Data is deleted when it is no longer needed for the stated purpose.

III. REFERENCES AND RELATED DOCUMENTS

SOP 1-123 TNI Data Collection and Use

TNI General Policy Statement: <https://nelac-institute.org/content/privacy.php>

NEMC Policy Statement: <https://nemc.us/privacy.php>

IV. POLICY STATEMENT

The NELAC Institute (TNI) is committed to respecting and protecting the online privacy of individuals with whom it interacts. TNI collects personal contact information to allow TNI to better manage membership, training events, and conferences and provide information to TNI members and others. The following types of personal data TNI collects may include: name, telephone number, cell phone number, organization, address, member number, login name, biography, and digital identity (photo). TNI does not sell this information. TNI may share conference attendee information with vendors that support TNI's mission, so they can contact individuals with information about their product or service. TNI allows individuals to opt

out of having this information shared with vendors. TNI limits access to this personal data to TNI administrative staff and trainers with the exception that conference attendees are provided an attendee list with contact information only.

Approved Changes

Revision No.	Effective Date	Description of Change
0	1/9/19	