



SOP TITLE	Personal Data Collection and Use
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REVISION NO	0
PROGRAM:	Administration

SOP Approval Dates

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1.0 Purpose and Applicability

This SOP describes how TNI collects and uses personal data.

2.0 Summary

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:

- For all data collected there should be a stated purpose.
- 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
- There should be mechanisms for individuals to review data about them, to ensure accuracy.
- Data should be deleted when it is no longer needed for the stated purpose
- Some data is too sensitive to be collected, unless there are extreme circumstances (e.g., sexual orientation, religion)

TNI collects personal contact information to allow TNI to better manage membership, training events, and conferences and provide information to TNI members and others. 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 does not sell this information. TNI allows individuals to opt out of having their data collected, 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.

3.0 Related Documents

Policy 1-127 Personal Data Protection

4.0 Definitions

Opt out: To choose not to participate in something.

5.0 Data Collection

TNI collects personal data thru registrations for conferences, training courses, and memberships.

5.1 Contact Information

All of contact information is entered into a primary database that currently has over 5000 records. Table 1 shows the personal contact data that is collected.

Table 1: Personal Contact Data Collected and Stored by TNI

Email
firstName
lastName
Organization
Address1
Address2
City
Region
ZIP
Country

Phone
Extension
CellPhone

5.2 Conference Information

TNI's summer meeting has been combined with the National Environmental Monitoring Conference (NEMC), a conference that includes presentation on environmental monitoring issues. In order to effectively manage this conference, TNI collects addition personal information including a bio and a photo.

5.3 Payment Information

Payment information that is collected from various payments include a transaction ID, the last 4 digits of a credit card, the date and amount of the payment, and the IP address of the computer that made the payment. None of this information is permanently stored other that the date and amount, which is included in quarterly financial reports only accessed by TNI's Executive Director, Executive Administrator, and accounting firm.

5.4 TNI Member Information

TNI's membership database also collects information such as when someone first joined TNI, membership expiration date, user name and password. This information is generally not used in any manner except the database can be access anytime by TNI's Executive Director, Executive Administrator, and IT Administrator.

5.5 Laboratory Accreditation Management System

TNI's Laboratory Accreditation Management System is an online database of accredited laboratories that includes contact information for one individual at that laboratory.

6.0 Use of Personal Data

TNI primarily uses this personal data to create a database used to send mail and email announcements about upcoming conferences and training courses. The TNI membership database is used to send the newsletter and other information for the TNI members. The personal data from conference attendees in Table 1 (excluding cell phone) is provide to exhibitors for that particular conference. (A printed copy of this information is provided to conference attendees but does not include late registrations.)

The TNI website allows any active member to log in and access limited information about any active TNI member, including name, organization, city, state, phone number, and email, but not address. This is not a downloadable file, but almost anyone with minimum computer skills could capture this data screen by screen. TNI has also created a special membership category, the Corporate Sponsor, that allows any organization that pays a \$500 annual fee to download both the list of active TNI members and the list of accredited labs.

The Laboratory Accreditation Management System is accessible to anyone to perform a search for a particular laboratory by searching on fields such as state, primary Accreditation Body, method and analyte.

7.0 Opt Out Function

For TNI conferences, TNI allows conference attendees to indicate they do not wish to be notified by TNI by unchecking a box during the registration process as shown in the example below.

I consent to the collection of my personal data. You are not required to provide the personal information that we have requested, but, if you chose not to do so, in many cases we will not be able to provide you with our products or services or respond to any queries you may have. To opt out, uncheck this box before continuing. To see TNI's personal data protection policy, [click here](#).

8.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
0	4/5/2018	New SOP