

DATA PROTECTION ACT 1998

UNDERTAKING

Data Controller: The Chartered Institute of Public Relations

52-53 Russell Square
London
WC1B 4HP

I, Jane Wilson, Chief Executive Officer of the Chartered Institute of Public Relations (CIPR), for and on behalf of CIPR, hereby acknowledge the details set out below and undertake to comply with the terms of the following Undertaking:

1. The Chartered Institute of Public Relations is the data controller as defined in section 1(1) of the Data Protection Act 1998 (the "Act"), in respect of the processing of personal data carried out by CIPR and is referred to in this Undertaking as the "data controller". Section 4(4) of the Act provides that, subject to section 27(1) of the Act, it is the duty of a data controller to comply with the data protection principles in relation to all personal data in respect of which it is a data controller.
2. In May 2011, the Information Commissioner (the "Commissioner") became aware of an incident involving the loss of up to 30 CIPR membership application forms.
3. A member of the data controller's staff was taking the forms home to input the details remotely onto CIPR systems, but accidentally left them on the train. Amongst other information, some of the documents contained sensitive personal data in the form of optional tick boxes. In a small number of cases, the documents also contained instructions for membership fee payment. Investigations revealed that at the time of the incident, there was no written policy in place to cover working away from the office, and several other of the data controller's procedures for handling personal data were also found to be lacking.
4. The Commissioner has considered the data controller's compliance with the provisions of the Act in the light of this matter. The relevant provision of the Act is the Seventh Data Protection Principle. This Principle is set out in Schedule 1 Part I to the Act. The Commissioner has also considered the fact that some of the data stolen in this incident consisted of information as to the ethnic origin of the data subjects and/ or their physical or mental health or condition. Personal data containing such information is defined as "sensitive personal data" under sections 2(a) and (e) of the Act.

5. Following consideration of the remedial action that has been taken by the data controller, it is agreed that in consideration of the Commissioner not exercising his powers to serve an Enforcement Notice under section 40 of the Act, the data controller undertakes as follows:

The data controller shall, as from the date of this Undertaking and for so long as similar standards are required by the Act or other successor legislation, ensure that personal data are processed in accordance with the Seventh Data Protection Principle in Part I of Schedule 1 to the Act, and in particular that:

1. The data controller shall review the Data Management Policy it implemented as a result of this incident, to ensure that the document clearly outlines all employees' responsibilities in terms of the storage, transmission, use and disposal of personal data. All necessary amendments shall be made by 31 January 2012. The policy should include clear instructions on the processing of personal data away from the office;
2. All staff shall be made aware of this policy and their associated responsibilities by no later than 29 February 2012;
3. Compliance with the data controller's policies on data protection shall be appropriately and regularly monitored;
4. Compulsory data protection and information security training shall be provided to all CIPR employees, including temporary staff, by 29 February 2012. Any new employees shall promptly receive this training upon joining the organisation;
5. Personal data shall only be taken out of the office when absolutely necessary;
6. The data controller shall implement such other security measures as it deems appropriate to ensure that personal data is protected against unauthorised and unlawful processing, accidental loss, destruction, and/or damage.

Dated.....

Signed.....

Jane Wilson
Chief Executive Officer
The Chartered Institute of Public Relations

Signed.....

Sally Anne Poole
Head of Enforcement
For and on behalf of the Information Commissioner