

CITP Assessor Training: 9. GDPR & COI

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GDPR – General Data Protection Regulation

BCS has an obligation to comply with data protection regulations in the handling of applicant and assessor data and information. Please be aware of the following when assessing applications for CITP. Be aware that personal data shall:

- be processed fairly and lawfully
- be obtained only for one or more specified and lawful purposes
- not be further processed in any manner incompatible with that purpose or those purposes
- Be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
- be accurate and, where necessary, kept up to date
- not be kept for longer than is necessary for that purpose or those purposes
- be processed in accordance with data protection regulations in the handling of data subjects

9. GDPR & COI

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- BCS's professional standards are integral to its purpose
- Compliance with government regulations should not compromise those standards
- Applicants (as data subjects) have the right of access to all personal data held on them by BCS
- This includes access to any comments on an individual by assessors and supporters
- BCS must provide copies of data requested by individuals as their right

9. GDPR & COI

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Care and diligence must be applied to avoid bringing BCS into disrepute and to avoid any kind of prosecution.

Assessors must ensure that all comments in writing about a CITP applicant are:

- Factually accurate
- Objective
- Relevant
- Non-discriminatory
- Justifiable

This means that all assessments of CITP applicants should avoid

- personal opinions
- wholly subjective comments which do not assist the assessment
- comments which could be construed to be a libellous or defamatory nature

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- All originals of application documentation are kept by the BCS team as per retention policy and in compliance with GDPR.
- Copies of applicant data or information held by assessors **must be destroyed** upon completion of application review and assessment.
- **Local copies of applicant information must not be saved to personal devices.**
- **The NDA agreement you are required to sign covers all of the above.**

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COI - Conflict of Interest

Assessors must inform BCS and decline an assessment if they feel that they have, or may appear to have, a conflict of interest or other issue that could prejudice an assessment.

For example:

- The applicant is known to them personally
- The applicant is employed by a competitor of the company which employs the assessor
- They work in the same part of an organisation as the applicant
- They are not familiar with the applicant's field of work