

BCS, The Chartered Institute for IT
INFORMATION PRIVACY EXPERT PANEL

TERMS OF REFERENCE

1. Status

The Information Privacy Expert Panel (IPEP) is responsible for establishing and maintaining the position of the Institute as an independent voice of authority within the field of information privacy. This may include, but is not necessarily limited to, issues arising from privacy, data protection, data sharing, identity, freedom of information and digital rights management. It reports to the Security Community of Expertise and has a particular responsibility for the identification and addressing of information privacy issues.

2. Purpose

The purpose of the IPEP is to enable the Institute to meet its Charter obligations in the area of information privacy.

3. Key Responsibilities

In support of its purposes the Information Privacy Expert Panel will:

- 3.1 Identify, on an ongoing basis, those issues relating to information privacy on which the Institute can be influential, and manage discussion and promulgation of those issues and where appropriate, arrange conferences and seminars on information privacy issues.
- 3.2 Identify and encourage BCS Members with relevant interests, experience and expertise to contribute.
- 3.3 Work in association with relevant Specialist Groups.
- 3.4 Report findings to the relevant parts of BCS and, where appropriate, externally, through the publication of articles, information, notes and position papers.
- 3.5 Provide authoritative comment on matters relating to information privacy.
- 3.6 Make recommendations for BCS policy on information privacy and contribute to relevant consultations.
- 3.7 Maintain relationships with other relevant external organisations, including government bodies.
- 3.8 Monitor and where appropriate, comment on, International, European and UK legislative developments and proposals, and advice and guidance issued by governmental and non-governmental bodies.
- 3.9 The Panel will be responsible for ensuring that all its members receive appropriate training as prescribed by Trustee Board from time to time.

4. Planning and Management

The Panel will produce an annual activity plan supporting the Security Community of Expertise one-year plan. It will review achievements against this plan at the end of each annual cycle. The Panel should aim to meet at least four times per year, with additional meetings or electronic discussions being organised where necessary.

5. Composition of the Expert Panel

All appointments to the Panel, with the exception of the Chair, shall be based on nominations by the Panel, subject to ratification by the Security Community of Expertise.

5.1 Membership of the Panel shall comprise:

- A Chair, who should be a Professional Member of the Institute, elected by the Security Community of Expertise and ratified by the Policy and Public Affairs Board (PPAB),
- The BCS Policy Manager on the appointment of the Director of Policy and Public Affairs should attend meetings to provide strategic advice. The Policy Manager will be able to vote on matters of consideration and for decision.
- Up to 14 other members, of whom the majority should be Professional Members of the Institute, subject to the total membership not exceeding 16.

5.2 Appointments for all members shall be for a maximum of three years, with the exception of the HQ member who shall remain on the Panel for as long as the Director of Policy and Public Affairs sees fit. Retiring members may be re-appointed, subject to a maximum of 6 years' unbroken service.

5.3 The quorum shall be a quarter of the total membership of the Panel, rounded up to the nearest whole number, of which a majority should be Professional Members of the Institute.

5.4 A member of the board who attends a meeting by means of any communication equipment which allows all persons participating in the meeting to hear and speak to each other for the entirety of any matter under consideration shall be deemed to be present in person for that part of the meeting and shall be entitled to vote or be counted in a quorum accordingly.

5.5 All members must commit reasonable time and effort to the work of the Panel and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings the Panel may terminate his or her membership of the Panel, unless the non-attendance was owing to illness or other reasonable cause.

5.6 On the recommendation of the Chair of the Panel, the Security Community of Expertise may cancel or suspend the membership of that Panel Member where the member's actions have, in the opinion of the Panel and of the Security Community of Expertise, been detrimental to the work of the Panel.

5.7 In the event that the Chair is unable to chair a meeting, the Chair or the Panel shall appoint another Panel member to chair that particular meeting.

5.8 In the event of a tied vote, the Chair shall have an additional casting vote.

6. Approval and Review

These terms of reference shall be approved by the Security Community of Expertise which will review them on an annual basis.