

UKPAC Intranet Data Protection Protocol

Data Protection Act 2018 and GDPR:

As a representative of the Participant business named below, you have been designated as a recipient of access to the UKPAC intranet system.

The user ID and password is for your use only. If colleagues need access to the intranet, they must sign a separate protocol with the UKPAC Manager before being given access. If access is permitted without this protocol being signed, this protocol is breached and you (and the participating business) will be subject to partnership sanctions, including removal from participating in UKPAC and possible criminal or legal sanctions.

The information on the intranet is personal data – information about Natural Persons – and is, therefore, subject to the provisions of the Data Protection Act 2018 and GDPR. By logging in, you agree to the terms of use of the UKPAC intranet.

By signing this protocol, your acceptance means that:

- All information will be kept away from the public domain.
- No information obtained from the UKPAC intranet will be disclosed to any person other than for the agreed and permitted lawful activities of UKPAC or shared via other electronic platforms other than the UKPAC platform you accessed the information on.
- Access by unauthorised persons will not be permitted.
- All information is subject to audits by the UKPAC Manager.
- Devices used to access the UKPAC intranet will have strong security features, (Firewalls, VPN, Encryption, etc). UKPAC can advise you on this if you need it.



As the designated representative, you are responsible for any breaches of the Data Protection Act 2018 associated with your account and you will be held legally responsible should such an event occur. It is your responsibility to ensure that your staff are also aware of the Act and their responsibilities, should you share information with them.

This agreement shall be read in conjunction with the UKPAC Participants' Handbook sections relating to data protection, and by signing this protocol, you are stating that you fully understand and will adhere to the conditions as set out above and in the UKPAC Participants' Handbook (particularly the element concerning Data Protection).

By signing this protocol, you are stating that the legal implications of this protocol, that you consent to UKPAC using your personal data for the sole purpose of enabling access to UKPAC, and the consequences of any failure to adhere to this protocol are individually yours.

Signed:

Name:

Position:

Participating Business Name:

Email Address:

Date: