

GDPR policy for the Patent Documentation Group (PDG)

The General Data Protection Regulation – (GDPR) - is a law that redefines what data an organization like PDG is allowed to collect and why, how PDG is supposed to store it, and the relationship with the data subjects, i.e. the individuals whose data PDG is holding.

Individuals in this context is defined as the persons representing the PDG member companies.

Personal Data Definition - Personal data will mean any information relating to an identified or identifiable natural person.

Data responsibility of the PDG:

The PDG treat personal data and we have decided on this policy, that defines how we handle personal data in a fair and transparent manner.

Consent

The PDG will ask for consent from all individuals with the purpose for data processing attached to that consent. The PDG will record and manage consent. Consent can be easily withdrawn.

Categories of personal data

PDG may collect a range of information about individuals. This may include:

- Your first name, last name and email address and/or phone number;
- Your username;
- Your work address;
- Your job title;
- and/or any other information you provide which identifies you.

We only collect and process data relevant for activities in the PDG. Within the framework of its activities the PDG is committed to improving continuously its services to the members and the personal data collected will help the PDG to better serve the community of members.

Data will be stored in a range of different places, including PDG internal or external servers and on other IT systems including email.

The Secretary General will be responsible for managing this data and will be the designated Data Protection Officer. You can contact the Secretary General by emailing SG@p-d-g.org. In case third parties join a PDG meeting, names and company names of individuals may be shared with them. Otherwise, your personal data will not be shared with anyone outside the PDG.

We will delete or anonymize your personal data as soon as we no longer need it, unless we are under a legal obligation to further process or to store it.

Individuals right of access:

the right to be informed;

- Individuals have the right to be informed about the collection and use of their personal data

the right of access;

- Individuals have the right to request the PDG disclose the personal data it holds on them at no charge to the user.

the right to rectification;

- Individuals have the right to have inaccurate personal data rectified, or completed if it is incomplete.

the right to erasure;

- Individuals have the right **to withdraw consent** at any time and have their data erased and become obsolete within the system.

To exercise any of your rights, all you have to do is write to us at SG@p-d-g.org