

**BCS**

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**Ref: LB/LL**

Dear Liz

### **The BCS/ISAF Personal Data Guardianship Code**

BCS, the Chartered Institute for IT, advises that every organisation that handles personal data should have in place specific rules and procedures that protect the rights of data subjects.

BCS, together with the Information Security Awareness Forum (ISAF), has produced a Personal Data Guardianship Code that outlines core principles for organisations that handle personal data - irrespective of whether they are in the private or public sector. The Institute recommends that these principles be used to create systems that protect the rights of citizens.

Endorsed by the Information Commissioner's Office, the Code aims to promote best practice and provide 'common sense' guidance and it is aimed at three distinct groups:

- The **Responsible Person** – such as a member of the Board of Directors, or of a Trustee Board in the third sector.
- The **Data Handler** – the person who works with personal data, including IT staff.
- We also have a section on the **Data Subject** – every one of us – that provides an overview on how to keep our own personal information secure.

The Personal Data Guardianship Code is available online [here](#) and we hope that you will recommend it to your members. Subject to BCS/ISAF permissions, we will allow adopting institutions to customise the Code, by changing job titles and examples only, to make relevant for incorporation within their own training materials.

If you would like to know more about customising the Code, or have other queries relating to it, please contact Liz Long [liz.long@hq.bcs.org.uk](mailto:liz.long@hq.bcs.org.uk) or 01793 417563..

On behalf of Dr Louise Bennett, Chair, Security Strategic Panel and Chair, Building Trust in eGovernment Working Group  
Yours sincerely

Liz

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