

PIUK GDPR Data Retention Policy Statement

Version: 2.0

Issued by: The Profibus Group

Effective Date: 20th March 2026

This version Reviewed by: The Elected Officers of The Profibus Group

Review due by: 20th September 2026 and annually thereafter

1. Purpose

This policy outlines how the Profibus Group manages and retains personal data.

2. Scope

This policy applies to personal data held by the Profibus Group (PI UK) relating to:

- Elected Officers of the Steering Committee
- Steering Committee Members (SCM)
- General Members
- Non-members who attend, and pass, one or more of the Certified Training courses delivered in the UK by a PITC.
- Non-members who attend an event organised by PI UK
- Non-members who attend an event organised by others, e.g Eventbrite, but where PI UK are exhibiting.

3. Records and Forms associated with this policy

The following forms will be used to allow conformance to this policy.

- Privacy Notice for Members, Suppliers, and Enquirers (This document)

4. General Approach to GDPR

- Elected Officers of the Executive Committee, who are employed by another organisation, will use a PI UK supplied laptop and PI UK email for all PI UK business.
- Elected Officers of the Executive Committee and Steering Committee Members (SCM) will NOT:
 - Forward any PI UK email to others within their organisation or external organisations without explicit consent.
 - Forward any event-based enquiry on an ad-hoc basis to others within their organisation or external organisations without explicit consent (request the contact to add consent to their email).
- A general approach of using BCC, as opposed to TO or CC, in PI UK emails to external parties will be adopted by Elected Officers of the Executive Committee.
- All PI UK emails to have footer stating how we may share the data.
- PI UK to obtain copies of the GDPR policies of any external organisation that has access to the data as detailed in this document.

5. Organisational Structure and Supply Chains

- The Group is composed of member organisations; we have no direct employees.
- Governance is provided by a Steering Committee, including four elected officers.
- Our activities include technical events, training, and publications, supported by third-party suppliers and service providers.
- Our supply chain is limited to members (in accordance with the statutes), venues, and digital service providers.

6. Data Handling

6.1 Storage Locations / Applications

The records retained by PI UK will be stored in one, or more, of the following locations / applications. Each one has been assigned a 2-letter identifier that will be used to indicate where a particular record is stored.

6.1.1 QuickBooks (QB)

This is a subscription-based, online application used for the financial administration of PI UK. As this information is required by law, we have excluded it from the scope of GDPR.

6.1.2 Office 365 (OF)

This is a subscription-based, online application used for the following purposes:

- Group Emails
- Group Teams Channels / One Drive for document retention.

6.1.3 WordPress (WP)

- This is a subscription-based, online application used for the development and administration of the PI UK website.

6.1.4 Bank Account (BK)

This is the online portal provided by the Bank of Scotland. As this information is required by law, we have excluded it from the scope of GDPR.

6.1.5 Eventbrite (EB)

- This is an online portal used to administer events that Eventbrite organise in the UK
- As data held on the portal cannot be used by PI UK, unless specifically authorised, this is considered outside of the scope of our GDPR policy and will be controlled by the GDPR procedures of Eventbrite.

6.1.6 Mailchimp (MC)

- This is an online portal where people (members as well as non-members) can enter their details to sign up to the monthly newsletter.
- As data held on the portal cannot be used by PI UK, unless specifically authorised, this is considered outside of the scope of our GDPR policy and will be controlled by the GDPR procedures of Mailchimp.

6.1.7 PI Website (PI)

- An externally-controlled website run by PROFIBUS and PROFINET International based in Germany.

NOTE: The German PI legal entity maintains its own data privacy approaches and documentation.

6.2 Access Permissions

Application / Location	Identifier	Access given to *	Purpose
Office 365	OF	M&C Consultancy *	Site Administration
		Chairman	Site Management, Emails
		Vice Chairman **	Site Management, Emails, Teams Channels
		Treasurer	Emails / Teams Channels, Teams Channels
		SCM Members	Emails / Teams Channels
WordPress	WP	M&C Consultancy *	Site Management
		Chairman	Site Management
		Vice Chairman **	Site Management
		Greta Ogborne *	Site Development
		Others ***	Site Development
Eventbrite	EB	M&C Consultancy	Event Administration
		Chairman	Event Management
		Vice Chairman **	Event Management
Mail Chimp	MC	M&C Consultancy	Newsletter Administration
		Chairman	Newsletter Administration
		Vice Chairman **	Newsletter Administration
PI Website	PI	M&C Consultancy *	Certified Course Registration
		PI Administration	Certified Course Registration

* PI UK will check the GDPR policies of any external organisation that has access to personal data detailed in this document.

** Only when acting as a backup for the Chairman

*** For the purposes of significant web development, only after review and risk assessment.

6.3 Data Retention

6.3.1 Members (Including Officers and SCM)

The following personal data will be held for all members of PI UK. The identifiers in brackets indicate where this information is held.

- Member Name (OF) (WP)
- Member Telephone Number (OF) (WP)
- Member Email (OF) (WP)

Note – Members have the option to add their details for the newsletter on Mailchimp.

The data maybe shared between the following people / organisations:

- *M&C Consultancy* (Employer of Chris McComb) - Chair
- *Peter Thomas (Retired)* – Vice Chairman
- Volkerstevin Ltd (Employer of James Robinson) - Treasurer)

The data is used for one or more of the following:

- As part of our legal obligation for business accounting and tax purposes
- Seminar / Event Attendance, Training Course Booking
- PI UK newsletters and bulletins as authorised
- PI UK list of Officers and Steering Committee Members
- PI UK list of Certified Professionals as authorised.

Note - We may also collect information as required by law – e.g. financial, relating to health and safety (including incident investigation details and reports and accident book records) – this will include names and contact details of any witnesses.

6.3.2 Attendees at PI-UK Organised events

The following personal data will be held for all attendees. This includes Officers, SCM, General Members and members of the public. The identifiers in brackets indicate where this information is held.

- Attendee Name (OF)
- Attendee Telephone Number (OF)
- Attendee Email (OF)

Note – Attendees have the option to add their details for the newsletter on Mailchimp.

The data maybe shared between the following people / organisations:

- *M&C Consultancy* (Employer of Chris McComb) - Chair
- *Peter Thomas (Retired)* – Vice Chairman
- Volkerstevin Ltd (Employer of James Robinson) - Treasurer)

Note - We may also collect information as required by law – e.g. financial, relating to health and safety (including incident investigation details and reports and accident book records) – this will include names and contact details of any witnesses.

6.3.3 Attendees at Externally Organised events

- See 6.1.5

6.3.4 PI UK Newsletter

- See 6.1.6

6.3.5 Training Course Certification

The following personal data will be held for those people who have attended and passed one or more of the Certified Training courses delivered by a PI Training Centre (PITC) and wish for their details to appear on web-based lists controlled by PI UK and/or PI. This information will be sent on an Excel spreadsheet by the PITC.

- Attendee Name (OF – For .PDF file retention) (WP) (PI)
- Business Email (OF – For .PDF file retention) (WP) (PI) – Note this might be a personal email address.

All UK PITC’s are to include the following GDPR-related statement when seeking written approval from any person wishing to be included in the list of “Certified Professionals”:

“I hereby agree that by attending a certified course, and passing the examinations, it will be necessary to share my name and organisation to a 3rd-party organisation to produce the certificate(s) - as per the GDPR Data Retention Policy Statement used by PI UK.”

- I consent
- I do not consent

“I further request and agree that, after a successful completion of this certified training, my name, my learned scope of skills and the following additional information (Please check the boxes individually):

- Country
- E-Mail-Address
- Company

be published on the following websites (Please check the boxes individually) “

- To be listed on the PI Web Site Only
- To be listed on the PI UK Web Site Only
- To be listed on the PI and PI UK Web Sites

I have taken note of my rights (information, correction, deletion and blocking, right of objection) as the person concerned (<https://www.profibus.com/head/privacy-policy>) and voluntarily accepted them.”

The data maybe shared between the following people / organisations:

- M&C Consultancy (Employer of Chris McComb) - Chair
- Peter Thomas (Retired) – Vice Chairman
- Volkerstevin Ltd (Employer of James Robinson) - Treasurer)
- Greta Ogborne (Website Administration)
- PI (Germany)
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The data is used for one or more of the following:

- To produce a .PDF certificate for the training course
- To add the person to the PI UK “List of Certified” Professionals” where explicit permission has been given to the PITC
- To add the person to the PI “List of Certified” Professionals” where explicit permission has been given to the PITC

6.4 Data Sources

The personal information detailed in section 6.1 will come from one, or more, of the following sources:

- Members
- Sub-Contractors
- Attendees at courses run by PI-Certified Training Centres (PITC)
- Attendees at Events organised by PI UK

6.5 Data Holding Period

Category	Data Retained	Retention Period	Justification
Officers	Name, Company, Telephone, Business Email	Whilst in post and for 24 months after	Governance and continuity
Steering Committee	Name, Company, Telephone, Business Email	Whilst in post and for 24 months after	Historical reference
Members	Name, Company, Telephone, Business Email	Whilst a member and for 24 months after	Communication and engagement
Attendees at courses run by PI-Certified Training Centres (PITC)	Name, Company, Email	PI UK for 24 months and consent thereafter	Communication, engagement and Historical reference

6.6 Disposal of Data

6.6.1 Members leaving the group

The chairman should notify the SCM of anyone leaving the group and the need to delete their personal data from records should be formally recorded in the minutes of the meeting.

6.6.2 Requests for deletion

The chairman should notify the SCM of any request to delete personal data from records. This should be formally recorded in the minutes of the meeting.

6.7 Data Sharing, Consent, Storage and Security

- Non-member data (Name, Organisation and email) may be shared with PROFIBUS and PROFINET International for addition to the list of certified people.
- Member consent (see 6.3.1) must be obtained on annual basis during the membership renewal process. (See 6.7.1)
- The Chairman is to ensure that all data associated with event attendees, as defined in section 6.3.2, will be deleted if renewal of consent is not received within 30 days of request.
- Digital records: Generally stored on OneDrive / Teams which provides in-transit encryption. Any data stored on a PI UK laptop will be protected by Bitlocker encryption.

6.7.1 Failure to receive renewal of consent

- If members or officers' fail to positively complete the consent form sent during the annual renewal of their membership, they can no longer be contacted through any personal or business contact means.
- The only option is to email any @profinet.co.uk email address or use LinkedIn or similar social media (If possible).
- If any other person fails to positively complete the consent form, they can no longer be contacted through any personal or business contact means.
- The only option is to use LinkedIn / social media (if possible)
- If positive confirmation is not received, we can only chase a few times (via any mechanism) and then we would have to leave it until discussed at the next Steering Committee meeting.

6.8 Subject Access Request (SAR)

Members and/or organisations will be asked to submit an SAR via email. All requests will be brought to the attention of the Steering Committee members and audited on an annual basis.

7. Our Commitments

We are committed to:

- Lawfulness, fairness and transparency.
- Purpose Limitation
- Data Minimisation
- Accuracy
- Storage Limitation

8. How we aim to meet our commitments

- Annual audits of our conformance to this policy as detailed in section 10.
- Formally recording of any breach of this policy and bringing it to the attention of our members
- Ensuring that all suppliers either have their own GDPR policy or confirm in writing that they have received a copy of this document and agree to abide by it when providing supplies and/or services to The Profibus Group.
- Reminding members of this policy and the need to conform to it. This will be done at each review and, where necessary, during meetings.

9. Governance and Oversight

A quorum of the Steering Committee, including its elected members, is responsible for:

- Ensuring compliance with this policy
- Approving annual reviews
- Responding to Subject Access Requests (SARs)
- Maintaining documentation and audit trail.

10. Review and Disposal Procedures

This procedure will be reviewed annually or sooner if required by legislative changes or organisational developments. The annual audit is to include check to:

- Confirm that consent to hold data has been sought, where applicable.
- Confirm that data has been deleted within 30 days, following an explicit request to remove the data or failure to receive confirmation of consent when it has been requested.
- Confirm that we have acted in a timely manner to any SAR request.
- Confirm that access permission to the data remains valid.



Chris McComb
Chairman
The PROFIBUS Group - PI UK

20th March 2026

Version	Description	Author	Date
1.0	Initial Release	B.Squirrel	-----
2.0	General Update	P.M.Thomas	20/03/2026