



International Academy for Design and Health

BY-LAWS HANDBOOK

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Approved By	Gunther De Graeve (CEO)

Table of Contents

1.0 ABOUT IADH	6
1.1 PURPOSE & HISTORY.....	6
1.2 VISION	6
1.3 STRATEGIES OF IADH	6
1.4 HEADQUARTERS.....	7
1.5 INCORPORATED ASSOCIATION.....	7
1.6 FINANCES.....	7
1.7 MEMBERS	8
2.0 IADH STRUCTURE	8
2.1 GOVERNING BODIES.....	8
<i>The governing bodies of the Academy are, in order of precedence:</i>	8
<i>a) the Global Board</i>	8
<i>b) the Executive Committee</i>	8
<i>c) the Chapters</i>	8
2.1.1 GLOBAL BOARD MEMBERSHIP	9
2.1.2 GLOBAL BOARD RESPONSIBILITIES.....	10
2.1.3 EXECUTIVE COMMITTEE MEMBERSHIP	11
2.1.4 CHAPTER MEMBERSHIP	12
2.1.5 CHAPTER RESPONSIBILITIES	13
2.1.6 CHAPTER EVENT ORGANISATION	15
3.0 BOARD AND EXECUTIVE ROLES	16
3.1 CEO / CHAIR.....	16
3.2 PAST CHAIRMEN.....	16
3.3 PRESIDENT	17
3.4 IMMEDIATE PAST PRESIDENT	17
3.5 EXECUTIVE ROLES	18
3.6 EXECUTIVE KNOWLEDGE OFFICER	18
3.7 FINANCE COMMITTEE.....	19
3.8 OTHER COMMITTEES	19
4.0 FELLOWSHIP	20
4.1 ABOUT FELLOWSHIP.....	20
4.2 REVIEW PANEL FOR FELLOWSHIP.....	20
4.3 FELLOWSHIP ELIGIBILITY	20
4.4 FELLOWSHIP APPLICATION PROCESS	21
4.5 FELLOWSHIP CRITERIA AND WEIGHTING.....	21
4.6 FELLOWSHIP APPLICATION SUBMISSIONS.....	22

5.0	<i>WORLD CONGRESSES</i>	22
5.1	WORLD CONGRESS FORMAT	22
5.2	WORLD CONGRESS - EXPRESSIONS OF INTEREST TO HOST	23
5.3	WORLD CONGRESS - BIDDING PROCESS TO HOST.....	23
6.0	<i>DATA PROTECTION/PRIVACY POLICY</i>	24
6.1	INTRODUCTION.....	24
6.2	SCOPE	24
6.3.	DATA PROTECTION PRINCIPLES.....	25
6.4.	BASIS FOR PROCESSING PERSONAL DATA.....	26
6.5.	SENSITIVE PERSONAL DATA	27
6.6	DATA PRIVACY IMPACT ASSESSMENTS.....	27
6.7.	DOCUMENTATION AND RECORDS.....	28
6.8.	PRIVACY UPDATES.....	28
6.9.	INDIVIDUAL RIGHTS.....	29
6.10.	INDIVIDUAL OBLIGATIONS.....	29
6.11.	INFORMATION SECURITY	31
6.12.	STORAGE AND RETENTION OF PERSONAL DATA.....	32
6.13.	DATA BREACHES	33
6.14.	INTERNATIONAL TRANSFERS.....	34
6.15.	TRAINING	34
6.16.	CONSEQUENCES OF FAILING TO COMPLY	34
7.0	<i>ICT POLICY</i>	35
7.1	I.C.T. ACCEPTABLE USE POLICY FOR MEMBERS	35
7.2	ACCEPTABLE USES.....	35
7.3	EMAIL	36
7.4	DATA STORAGE.....	36
7.4.1	Access & Use.....	37
7.4.2	Chapter Contacts Database	37
7.5	DATA STORAGE AND CLOUD USE	38
7.6	SECURITY	38
7.7	LIVE DATA ENVIRONMENT	38
7.8	ENABLING/DISABLING ACCESS TO DROPBOX FOLDER.....	39
7.9	SHARING DATA	39
7.10	SOFTWARE	39
7.11	HARDWARE.....	39

IADH BY-LAWS HANDBOOK 2018
THE INTERNATIONAL ACADEMY FOR DESIGN AND HEALTH (IADH)

1.0 ABOUT IADH

1.1 PURPOSE & HISTORY

The IADH is a global non-profit organisation supported by an interdisciplinary knowledge community dedicated to the stimulation and application of research concerning the interaction between design, health, science, culture and economics. Founded in 1997, by Dr Alan Dilani, Karolinska Institute, Medical University in Stockholm. The aim of the IADH is to provide a highly visible global forum for promoting ongoing international exchange of research findings among scientists, designers, health professionals, industry and Ministries of Health worldwide. Faced with the 21st century challenges of chronic disease, ageing populations and rising healthcare costs, global health systems are seeking new ways to address these growing threats to the development of a healthy and productive global society.

IADH was incorporated in 2017 in Queensland, Australia as a non-profit organisation, with a Global Board and a global leadership structure to manage regional Chapters.

This document contains a detailed description of the Guidance, Rules, and Procedures of the IADH and is referred to as the IADH By-Laws. Any changes to these By-Laws must be approved by the IADH Executive Board and ratified by a simple majority.

1.2 VISION

To foster Salutogenic design to promote health and wellbeing by creating physical environments that support health promotion and thereby healthy societies.

1.3 STRATEGIES OF IADH

- (1) Broaden the adaption of salutogenic design (Grow the professional network outside the architectural core)
- (2) Recognise the contextual differences between global regions (Establish regional chapters)
- (3) Driven by the members (Create value for the members by letting them drive their own priorities)
- (4) Maximise communication and knowledge sharing (Regional interaction and global exchange)
- (5) Broaden the exchange of research (Scientific and practice experience based)
- (6) Need to undertake Research translation (Turn our vast amount of Research into practice)
- (7) Raising the impact (Education, education, education & education)

- (8) Aligning the governance to allow the evolution (Global board, Global executive management, Chapter leadership committee, Future leadership committee, Advisory industry board)
- (9) An academy that is prepared for collaboration (Legal framework and Transparency)
- (10) Salutogenic design as the most affordable way to design an inclusive physical environment; the have and have not! (Develop a science and health index of our physical environment)

1.4 HEADQUARTERS

The statutory headquarters of IADH are in Brisbane, Australia.

Contact details are:

- Postal: 152 Junction Road, Clayfield QLD 4011
- Administrative and Secretariat: global@designandhealth.org
- Board: leadership@designandhealth.org

1.5 INCORPORATED ASSOCIATION

The International Academy of Design and Health Inc. is an Incorporated Association with the Queensland Government (Incorporation Number: IA 57062). An incorporated association must comply with the provisions of the *Associations Incorporation Act 1981* and the *Associations Incorporation Regulation 1999*.

The Incorporated Association represents the members of the Global Board and is referred to as ‘The Management Committee’ in its Constitution. The incorporated association is referred to throughout this document as ‘The International Academy of Design and Health Inc.’ (IADH Inc.).

In other instances, throughout this document, when reference is made to ‘The International Academy of Design and Health’ (IADH) or ‘The Academy’, the reference applies to the conglomerate of the Executive Committee and the individual Chapter Leadership Committees and the regional Chapter members.

Members of IADH Inc is, therefore, restricted and by invitation only to the Global Board and the Regional Chapter Directors; otherwise referred to as the Executive Committee.

Full details of membership of IADH Inc are outlined in the Constitution.

1.6 FINANCES

The funds of IADH shall consist of the membership fees paid by Chapter Members and donations, legacies, sponsorships, and subsidies provided to the IADH Global. This will also include revenue derived from Academy activities organized by Global., such as the World Congress and revenue raised through services and goods sold on the website.

The funds of the IADH regional Chapters shall consist of donations, sponsorship and subsidies provided to that regional chapter only. This will also include revenue derived from Chapter activities, such as local symposiums.

All funds of IADH and its Chapters will be spent solely on the operating expenses of the Academy. All leadership positions including Board & regional Chapters are volunteer based, donating their time. No salaries or benefits, including travel are paid to board members and regional leadership.

1.7 MEMBERS

Membership is open to anyone interested in the vision and objectives of the IADH. There are two classes of members: General members and Fellows.

General members are not entitled to vote on any matter, except in the election of members of the Regional Chapter Leadership and items put forward by the Regional Chapter Leadership.

When members join The Academy, they become a member of their regional Chapter only.

Membership does not constitute membership of IADH Inc.

Further details on Fellowship are outlined in section 4.0 of this document.

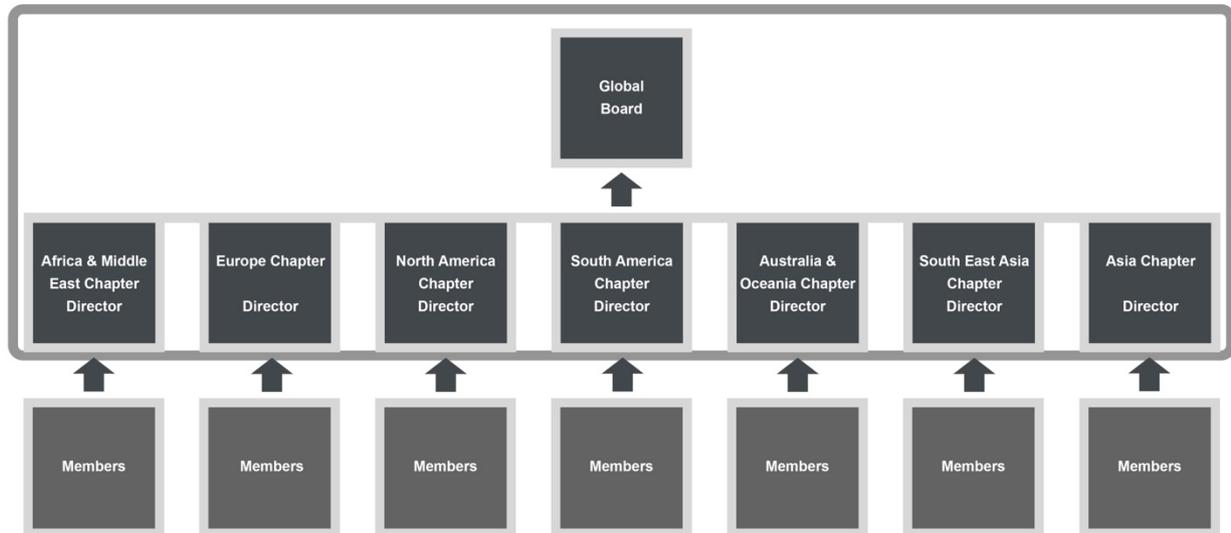
2.0 IADH STRUCTURE

2.1 GOVERNING BODIES

The governing bodies of the Academy are, in order of precedence:

- a) the Global Board
- b) the Executive Committee
- c) the Chapters

Executive Committee



2.1.1 GLOBAL BOARD MEMBERSHIP

The affairs and general business of The International Academy of Design and Health Inc. are managed by the Global Board. The Global Board is chaired by the CEO and consists of representatives from institutional, government, non-government organisations (NGOs), private and corporate organisations, industry partners and other areas of industry.

The CEO shall serve as the chairman of the legal entity, IADH Inc. The treasurer can be any member of IADH Inc (referred to as Board Members). Under Queensland law and as per the Constitution, the Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—

- (a) a member of the association elected by the association as secretary; or
- (b) any of the following persons appointed by the management committee as secretary—
 - (i) a member of the associations management committee;
 - (ii) another member of the association;
 - (iii) another person.

More detail about the secretary role, appointment and functions is outlined in the constitution.

Removal of the members of the board must occur in line with the constitution and it needs to happen as part of a general meeting. A request for the general meeting can occur in accordance with clause 39 of the Constitution or by written request of the

secretary or the Chair of at least 50% of the membership of the ordinary members. Once the vote of removal occurs, the decision takes immediate effect and no appeal opportunity is available.

If the CEO or any other Global Board member needs to be absent for a period of time, there should be a person acting up in the associated role. The acting person is appointed in a relief role and is appointed by the current role holder. If the current role holder is unable to appoint an acting person, the board will nominate the acting person.

2.1.2 GLOBAL BOARD RESPONSIBILITIES

The Global Board is responsible for;

- determining the global vision, purpose and strategic direction of the IADH
- governing the organisational structure
- initiating and coordinating global (non-regional) activities
- organising the election of the Global Board members

The limit of the Global Boards activities and responsibilities include:

- LEGAL:
 - The Global Board only represents the global entity and has no legal representation of the Regional Chapter.
 - Individuals can however sit on the Global Board and be on a Chapter Leadership Committee as an individual only and not a representative of the Global Board.
- FINANCIAL:
 - The Global Board is responsible for managing funds for global activities and is therefore only responsible for the global activities. The activities may include (but not limited to) – management of the global website, world congress organisation, goods & services sold through the website.
 - The Global Board is responsible for managing funds for any appointed payable positions under management of the CEO.
 - Opening a bank account on behalf of IADH Inc.
 - Borrowing on behalf of IADH Inc.
- SPONSORSHIPS:
 - any sponsorships that Global Board secure are made at a global level, for items such as World Congresses and the IADH as a whole. This would mean that these sponsorships are enforced to all global events.
 - The board cannot seek or secure localised sponsorship in any Chapter Region and cannot enforce global sponsors on a regional event.
- INSURANCES:

- the insurances secured by the Global Board will insure IADH Inc activities of IADH Inc and cover global events only (for example World Congress).
- The Global Board shall establish insurances sufficient in nature to protect its public and organisational liability.
- UNDERWRITING:
 - The board may, at their discretion, wish to underwrite certain sections of the chapters activities or responsibilities.
 - Any underwriting must be in writing by the CEO and with approval of the Board.

2.1.3 EXECUTIVE COMMITTEE MEMBERSHIP

Consists of the Global Board, plus the Directors of the Regional Chapters and the leader of the Future Leaders Committee.

The Executive Committee will:

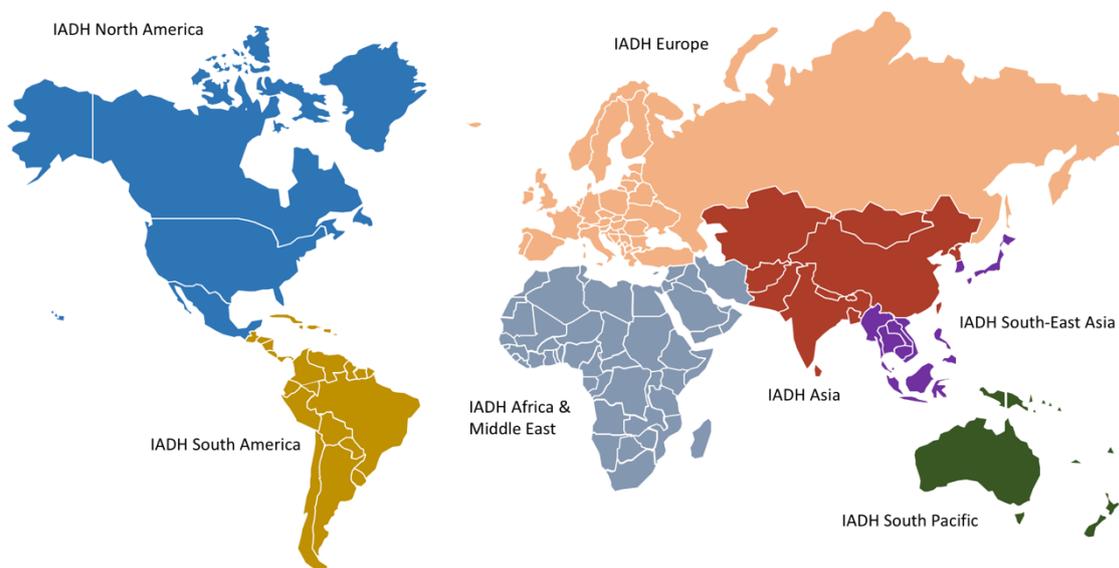
- inform other members of activities and development in the field of design and health
- indicate trends and views on the future direction of the field
- contribute research findings of relevance and benefit to the industry
- network among member universities and industry
- provide relevant information on research and events from their own region.
- organising the selection of the Global Board members

Board Members of IADH Inc. are selected and elected from the members of the Executive Committee. Appointment of the Management Committee (referred to as the Global Board) is based on an annual election, in accordance with the constitution. Nominations are open to paid members of the association legal entity (IADH Inc.) plus the current Chapter Directors and immediate past Chapter Directors – or any other person nominated unanimously by the board.

2.1.4 CHAPTER MEMBERSHIP

IADH is currently organized into seven chapters including:

- Africa & Middle East
- Asia
- Europe
- North America
- South America
- South East Asia
- South Pacific North America, and South America.



Any changes to the Chapter organisation, as in redistribution of countries, merger of Chapters, or addition of new chapters needs to be put forward to the Global Board for consideration and approval. Only the Global Board can establish an additional Chapter. If the Board decides to divide an existing chapter, the individual Chapter organisation shall comply with this, without appeal.

2.1.5 CHAPTER RESPONSIBILITIES

Regional activities of the Chapter are organised by Chapter Directors along with the Chapter Leadership Committee. Chapter Leadership Committees support the Global Board and Executive Committee to further the vision of IADH within their region.

The Chapter Leadership Committee will also work independently to address issues and provide organisational services that are relevant in each region. Members of a Chapter Leadership Committee will help to shape the goals, structure and activities of the chapter, build its network, and work with the global team on the broader journey of the Academy.

Chapter Director and Leadership Committee roles are appointed based on election from nominations out of:

- the existing Chapter Leadership Committee
- a person nominated with unanimous support of the leadership team.
- any financial members of the respective Chapter.

The Chapter Leadership Committee shall appoint a Director, Immediate Past Director, Treasurer and Secretary as a minimum. These positions might be required to be different subject to local law. As such amendments to these can be made to suit local, with the approval of Global Board.

Unless otherwise specified by local law, there should be an annual election for Chapter leadership.

The Chapter should give at least 45 days' notice (unless otherwise required by local law) via the Global website (and other methods stipulated by local law) – announcing the election date and needs to be in accordance with:

- Request for nominations
- Voting
- Appointment
- Secretary is to make a full set of minutes and forward to board for filing.
- If the above process cannot occur, such as, lack of nominations or if the board is of the opinion that the regional leadership is dysfunctional, then the board can appoint directly a leadership team, including all positions.
- Liability – if the board has to intervene and make new appointments, the liability of past action remains with the original office bearers responsible for the actions.

Chapter Leadership Roles attract the following responsibilities:

- **DIRECTOR**
 - advising and reporting up to the board in monthly reports
 - hosting regular meetings with Chapter Leadership Committee
 - ensuring good operations
 - participating in the global executive committee and meetings
 - preparation of financial plans for his regions and seeking approval of the Global Board
- **SECRETARY**
 - keep accurate minutes of each leadership meeting
- **TREASURER**
 - financial management, reporting as required by local law and annual reporting to the Global Board.
- If any member of the Chapter Leadership needs to be absent for a period of time, there should be a person acting up in the associated role. The acting person is appointed in a relief role and is appointed by the current role holder. If the current role holder is unable to appoint an acting person, the Chapter Director with the support of the Chapter Leadership will nominate the acting person, or they are not capable, the Global CEO will appoint the necessary Chapter Leadership Position from the existing leadership.
- Removal of the members of the Chapter Leadership must occur in line with local law, and their constitution or equivalent.
- Removal of a member of the Chapter Leadership could be instigated upon request of the Global Board for reasons of misconduct, inactivity, reputational damage to the Academy (at either Global and/or Regional levels) or if the Board deems this member is in breach of the mission, vision and values that the Academy represents. The Chapter Leadership must comply and has no right of appeal.

The limit of each Chapter activities and responsibilities include:

- **LEGAL:**
 - Each Chapter only represents their regional chapter and has no legal representation on behalf of the Global Board.
 - A Chapter cannot act in the pretense of a parental guarantee from the Global Board.
- **FINANCIAL:**
 - Each Chapter is responsible for managing funds related to their region only and is therefore only responsible for their regional activities. The activities may include (but not limited to) – local and event-based website, events, symposiums and presentations.
 - Good financial and ethical management to achieve no financial annual loss.

- They can open a bank account and needs to comply with local law and regulations for good financial management. Should have at least two signatories to open, establish and amend accounts, at all times.
- There is no parental guarantee from the Global Board (IADH Inc) that underwrites the performance and activities of the regional chapter.
- Financial underwriting can occur by the board but only on explicit and prior approval in writing from the CEO.
- SPONSORSHIPS:
 - Any sponsorships that a Chapter secures is made at a local level only. The Chapter cannot seek or secure Global sponsorship in their Chapter Region, however, any such opportunities or requests should be forwarded immediately to the Global Board.
- INSURANCES:
 - The insurances secured by each Chapter will insure activities at local level only.
 - Since each Chapter has local responsibilities it shall establish insurances sufficient in nature to protect its public and organisational liability.

2.1.6 CHAPTER EVENT ORGANISATION

- Chapter leadership responsible for preparing invite/contact list
- Chapter leadership responsible for gaining event sponsorship and/or support in principle from local government departments and/or organisations
- All Chapter events to showcase Academy Foundation and VIP Partners via logo placement on event websites and collateral
- Chapter leadership responsible for providing all relevant event information to Global Support Team to promote via Academy mediums

3.0 BOARD AND EXECUTIVE ROLES

3.1 CEO / CHAIR

The CEO/Chair is the chief executive officer of the IADH and Chair of IADH Inc.. Under Queensland Law, the Chair role is contestable on an annual basis, however, since the CEO term is four calendar years it is expected that the Chair will be re-elected during the duration of this team. If the Chair is not re-elected during this term, the Chair has the right to resign as CEO and vacate their seat as CEO but remain a Board Member. The CEO/Chair can serve multiple terms but requires two thirds majority of the Global Board for each additional term.

. The specific duties of the CEO are:

- Actively consider the issues facing the IADH and initiate policies designed to deal with them, including the appointment of ad hoc committees;
- Appoint the Nominating Committee for Regional Chapters and Global Board and the Nominating Regional Chapters Committee for Fellows;
- Serve as Chair of the Executive Committee and prepare the agenda in collaboration with the Executive Deputy CEO (if required and appointed by the board);
- Serve as Chair of the IADH Board and of the meetings of Regional Chapters Board of Directors and prepare the agenda in collaboration with the Executive Deputy CEO (if required and appointed by the board);
- Present as CEO upon invitation at global and regional events / congresses within the bounds of financial affordability and time availability. This includes the World Congresses and can include Regional Chapters Symposiums. It is preferred that the CEO attends one or more of the other Regional Chapter meetings during the year.
- Coordinate the representation of the Past CEO or Executive Deputy CEO (if required and appointed by the board) at the meetings that he/she is not attending;
- Submit written CEO Addresses for publication at various IADH media during his/her term.
- Submit an annual report to be posted on the IADH website.
- Minutes of the meetings of the Global Board shall be taken by the CEO or someone of his/ her choosing.
- Guests to any meeting of the Global Board or Executive Leadership Committee shall be approved, and invited, by the CEO / Chair.

3.2 PAST CHAIRMEN

At the end of his/her term, the CEO/Chairman becomes immediate past chairmen for a term equal to that of the CEO. The specific duties of the Past Chairmen are as follows:

- Serve as a member of the Global Board
- Serve as Chair of the Nominating Committee for Regional Chapters and Global Board.

3.3 PRESIDENT

The President shall serve a term of two years, beginning and ending following the Annual General Meeting. The President can serve multiple terms but requires two thirds majority of the Global Board for each additional term.

- The President is primarily responsible for utilising their professional networks and the networks available to the Academy to leverage the activities and vision of the Academy.
- The President's secondary responsibility is for expanding the reputation and influence of the Academy to other stakeholders at a global level.
- The President shall oversee and manage the Fellowship Program.
- The President shall report on his activities to the Board and work collaboratively with the CEO / Chair in achieving the vision and missions of the Academy.
- The President is expected to participate in all meetings of the Global Board and all meetings of the Global Leadership Committee.
- The President is accountable to the Global Board.
- The President shall preside over the Ethics Committee.

3.4 IMMEDIATE PAST PRESIDENT

At the end of his/her term, the President becomes immediate Past President for a term equal to that of the President. The specific duties of the Past President are as follows:

- To transition the Presidency, network and relationship that the president would have between other organisations and the new President
- To transition the Presidency in regard to the vision and mission to avoid revolutionary change – to achieve orderly evolutionary transitions.

3.5 EXECUTIVE ROLES

The CEO can appoint paid positions such as an Executive Director or an Executive Officer. Directly reporting to the CEO, the Executive Director is primarily responsible for the efficient day-to-day management of the activities of the Global Board. The Executive Director should support the CEO and the Global Board with new ideas and the implementation of the mission and vision of IADH in their activities. The exact duties of the Executive Director are:

- Communicate with the Board and Regional Chapter Offices in exercise of the activities of IADH in all regions;
- Be the organisational and managerial conduit between the Board and the Regional Chapters.
- Coordinate with the Regional Boards and Committees and the organizers of all regional meetings and World Congresses;
- Lead the procedure for Calls for Papers, reminders of submission deadlines for these meetings, and instructions for the nomination of IADH Members, Board Members and Fellows;
- Uphold and update the lists of members, Fellows, Staff, Editorial Board, Speakers and the lists used by the Nominating IADH Members, Board Members, and Committees;
- Manage the IADH membership, subscription and payment processes; and serve as the main contact for all IADH related inquiries;
- Keep updated records of all IADH historical archive and IADH operations and meetings;
- Manage, maintain content and oversee development projects for the IADH website.
- Manage, maintain and implement new technologies and initiatives of IADH Global in support of the Regional Chapters.

3.6 EXECUTIVE KNOWLEDGE OFFICER

Reports directly to the CEO, the Executive Knowledge Office is primarily responsible for the effective and efficient management of the IADH publishing activities and supports the Editorial Board and Scientific Committees of the IADH publications. The specific duties of the Executive Director Publications are:

- Main responsibility is editorial for any publications of IADH and Regional Chapters;
- Liaise with Editorial Board and Scientific Committees of the IADH to ensure compliance with and development of editorial policy;
- Establish, maintain and uphold compliance with editorial policies of Editorial Board and Scientific Committees of the IADH;
- Continuously evaluate the impact and success of publications based and make necessary adjustments and report recommendations to the Board;
- Be responsible for the orientation and setup of new Editorial Board and Scientific Committees of the IADH;

- Maintain the Resource Library, including sourcing evaluating and vetting of all material proposed for inclusion.
- Maintain records and update lists of Editorial Board and Scientific Committees of the IADH;
- Serves as the main contact for publication and editorial inquiries, including permissions;
- Safeguard the contents on the IADH website, by means of verifying back-up and data storage policy and procedures.

3.7 FINANCE COMMITTEE

The Finance Committee to oversee the IADH Global Board financial reporting. The Committee is chaired by any board member, other than the CEO and Treasurer. The Committee is appointed by the Global Board on an annual basis and must include the Secretary.

3.8 OTHER COMMITTEES

- Organising committee for the World Congress.
 - Includes CEO
 - Regional Director of where the next Congress is located
 - Other nominations of both the Global Board and Chapter Leadership
 - The Global Board may elect to appoint additional members from outside the academy – such as but not limited to partnering with local organisations or institutes or local government representatives.
- Fellowship review panel
- Future Leaders Committee
- Editorial committee for publications
 - Chaired by Executive knowledge Officer
 - Members may include board members, local leadership, and appointed academic peers.
- Scientific committee is the independent committee that reviews all the abstracts for the ‘call for paper’ submissions for the World Congress. The process should follow a “blind review”, meaning that there is no knowledge of who has submitted the papers for presentation at the congress. The Chair is appointed by the Global Board and the members are made up by board members, global leadership and can include industry peers.
- Awards Review Panel. The awards committee chair is appointed by the Global Board and the members are made up of board members, local leadership, and industry peers who can be put forward by the chapter directors and upon the discretion by the chair of this committee.

4.0 FELLOWSHIP

4.1 ABOUT FELLOWSHIP

A fellowship with the Academy is an honour bestowed on the leading practitioners, academics and influencers of Salutogenic Design in recognition of their distinguished and significant contributions in Design and Health through publications, applied research, teaching, projects, leadership of professional organisations and practice. Fellows will be internationally recognised as being amongst the true leaders within the field of Design and Health.

Benefits of Fellowship include:

- Formal recognition of career and achievements
- Promote Fellow's expertise – giving a competitive advantage and allowing increased opportunities to collaborate with educational institutions and industry partners
- Career progression –stand out among other professionals
- Connection to a peer-group with shared interests and expanded networks
- Strengthening of reputation

4.2 REVIEW PANEL FOR FELLOWSHIP

Fellowships with the Academy are subject to a stringent selection process and merit review. In order to be considered for fellowship with The International Academy for Design and Health, candidates will be required to submit an application for review by the Review Panel and pay an annual fellowship fee.

The Review Panel will consist of;

- 2 Global Board Members
- The Respective Chapter Director
- A Leadership Committee member of the respective region

In the event of a tie vote, the decision will be referred to a third Global Board member.

4.3 FELLOWSHIP ELIGIBILITY

To be considered for fellowship with the Academy, the applicant must meet the following criteria;

- The applicant **MUST** be a financial member with the Academy and pay the annual Fellowship Fee upfront with their application in order to be considered for Fellowship. Upon renewal, Fellows only need pay for their annual Fellowship Fee and the Membership Fee will be waived**
- Demonstrate that throughout their career, the applicant has encompassed each of the **four criteria categories or a combination thereof**
- Meet the **16 point minimum** criteria score requirement
- Identify where they have personally contributed to Salutogenic design

- Identify an instance/s where the applicant has positively impacted others and/or contributed to doing so
- Complete a mandatory **self-assessment** as part of the application submission.

Disclaimer: The International Academy for Design and Health will not be held liable for the result of the Review Panel where it differs from your self-assessment.

Since the academy views fellowships and the community of fellows as the pinnacle of academic excellence, the mandatory payment of the Fellowship Fee upfront is to ensure that only genuine applications are received and safeguard the integrity of the program.

4.4 FELLOWSHIP APPLICATION PROCESS

Members interested in becoming a fellow of the Academy will be required to follow the process outlined below;

- Step 1: Download Application Kit from the Academy website including Guidelines document, Application form, Self-Assessment
- Step 2: **Complete the Self-Assessment** (spreadsheet). NOTE: ALL applicants are encouraged to first complete the Self-Assessment spreadsheet BEFORE attempting to complete the application form as the Self-Assessment provides an indication of how favourably the application will be regarded based on the criteria.
- Step 3: Complete the Application Form
- Step 4: Pay the annual fellowship fee via the Academy website
- Step 5: Go through review process by our Review Panel
- Step 6: Application outcome and/or further guidance

The Academy encourages members who wish to become a fellow with the Academy to apply and it is important to note that there are no deadlines to applications.

Each application will be reviewed on individual merit. The onus is on the applicant to clearly demonstrate that they meet the criteria.

4.5 FELLOWSHIP CRITERIA AND WEIGHTING

Applications are evaluated based on overall merit and 4 criteria outlined below. The application is a points-based system. Each applicant has the opportunity to achieve a total of 20 points with a minimum requirement of 16 points to be considered for fellowship. Each criteria carries an even weighting to the total 20 points (eg. 5-point weighting per criteria/category).

If needed, applicants can have their application status as ‘pending’ for a maximum of 6 months in the event that they require only a few additional points to reach the 16-point minimum and the applicant has projects/papers/presentations upcoming that once completed would count toward their point scoring.

Applications submitted to The International Academy for Design and Health are sent to the Review Panel for consideration. Applicants will be informed of the outcome of their Fellow application in writing by the Academy.

Criteria Categories and Points Weighting

One point will be awarded for each item/instance listed under each of the below criteria.

1. Industry Practice and Projects and/or Research Papers and Publications (5 points - 1 point allocated for each project or paper completed)
2. Knowledge Sharing and/or Significant Presentations (5 points - 1 point allocated for each significant presentation or knowledge sharing session completed)
3. Partnership with the International Academy for Design and Health or similar organization (5 points - 5 points for membership/partnership with the Academy or similar organisations. If no memberships/partnership can be demonstrated, 0 points will be awarded for this criteria)
4. Significant/Notable contributions within the industry and/or your profession (5 points- 1 point allocated for each significant contribution that can be demonstrated)

4.6 FELLOWSHIP APPLICATION SUBMISSIONS

The fellowship application submission will consist of 4 parts:

- A. Full CV and Relevant Experience
- B. Address Criteria Categories and Points Scoring, outlined above.
- C. Self-Assessment, outlined above.
- D. Declarations and Referees

Decisions made regarding the application submissions by the Review Panel are final. Any appeal needs to be addressed in person to the CEO. Failure to provide complete applications with adequate supporting documentation may result in the Review Panel declining to review the application and request further information and proof. In the unfortunate event that an application is not successful, the Review Panel will provide reasons for applications that have not been approved.

5.0 WORLD CONGRESSES

In addition to holding Regional Symposiums/Congresses, IADH organizes World Congresses every two years. Past World Congresses have been held in Boston, USA (2011), Kuala Lumpur, Malaysia (2012), Brisbane, Australia (2013), Toronto, Canada (2014), Hong Kong, China (2015) and Vienna (2017). The goal of World Congresses is to bring together all IADH members and networks from all the Regional Chapters of the World to support its global reach and allow a wider representation of interests and backgrounds.

5.1 WORLD CONGRESS FORMAT

The World Congress for Design and Health is the leading global forum supporting a continuous dialogue between researchers and practitioners in the field. The five day event typically

includes a three day conference, a Gala Awards dinner, and study visits to local healthcare and architectural sites of interest.

Delivered in partnership with leading professional bodies, academic institutions, health providers and industry sponsors, the World Congress engages the world's foremost interdisciplinary network of architects, designers, psychologists, physicians, nurses, health planners and policy makers to share their scientific knowledge and ideas in the field of design and health.

Following the success of the first World Congress in 1997, the event has travelled the globe in support of national Ministries of Health, delivering its message, sharing its knowledge and influencing the design, development and capital investment of healthcare infrastructure worldwide.

5.2 WORLD CONGRESS - EXPRESSIONS OF INTEREST TO HOST

The International Academy for Design and Health will announce and invite potential host cities to complete an Expression of Interest to bid to host the World Congress. This will take place 18 to 24 months from the planned World Congress dates.

The Board will review all Expressions of Interest and decide which cities are potentially suitable hosts. These cities will then be formally invited to submit a bid document and take part in the bidding process.

5.3 WORLD CONGRESS - BIDDING PROCESS TO HOST

The bidding process requires the submission of a bid document to be produced and returned to the International Academy for Design and Health approximately 15 to 18 months prior to the planned World Congress dates.

The International Academy for Design and Health Global Board will review all bids and review the potential host city suitability against the criteria outlined below.

In order to be considered as a host for the upcoming World Congresses, the bidding city will be required to submit a tender to demonstrate that they meet and/or exceed the following congress hosting criteria;

- Why your city?
- Study & Project tours & Excursions
- Local, Government & Industry Support
- Demonstrate how you will initiate support
- Demonstrate your international strategy pertaining to Design and Health
- Demonstrate suitability of venue/location
- Convenient air access to and from city
- Accommodation options & convenience
- Affordability for delegates
- Financial feasibility

6.0 DATA PROTECTION/PRIVACY POLICY

6.1 INTRODUCTION

6.1.1 The International Academy for Design and Health needs to collect, store and process personal data in order to carry out its functions and activities. The IADH is the only legal entity that is permitted and allowed to store the personal data and is committed to full compliance with the applicable data protection legislation. The IADH centrally maintains data through the Global Support Office.

The International Academy for Design and Health utilizes Dropbox storage services for all data, which states that they have the required data protection and data storage security measures in place that comply with the current GDPR requirements - this includes Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (referred to as the “GDPR”) in respect of the protection of personal data as well as the Privacy and Electronic Communications.

The IADH treats breaches in regard to the inappropriate use of personal data as a severe misconduct and requires all Chapters and the members of the Regional Leadership to fully comply.

6.1.2 This policy should be read in conjunction with the Academy’s Information Security Policy (noted below) and related Codes of Practice. These provide more detailed guidance on the correct handling of personal data and together with this policy are an integral part of the overall information governance framework of the International Academy for Design and Health.

6.1.3 The Academy is responsible for informing and advising members on its data protection obligations, and for monitoring compliance with those obligations and with the Academy’s policies. If you have any questions or comments about the content of this policy or if you need further information, you should contact the Academy via email at global@designandhealth.org

6.2 SCOPE

6.2.1 All International Academy for Design and Health members and other authorised third parties (including temporary and agency workers, contractors, interns and volunteers) who have access to any personal data held by or on behalf of the Academy, must adhere to this policy and associated Codes of Practice.

6.2.2 Personal data means any information relating to an identified or identifiable natural person (referred to as a ‘data subject’); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.

6.2.3 The information covered by the policy includes all written, spoken and electronic personal data held, used or transmitted by or on behalf of the International Academy for Design and Health, in whatever media. This includes personal data held on computer systems, hand-held devices, phones, paper records, and personal data transmitted orally.

6.2.4 We will review and update this policy in accordance with our data protection obligations. We may amend, update or supplement it from time to time and will issue an appropriate notification of that at the relevant time.

6.3. DATA PROTECTION PRINCIPLES

6.3.1 The International Academy for Design and Health will comply with the following data protection principles when processing personal data:

6.3.1.1 we will process personal data lawfully, fairly and in a transparent manner;

6.3.1.2 we will collect personal data for specified, explicit and legitimate purposes only, and will not process it in a way that is incompatible with those legitimate purposes;

6.3.1.3 we will only process the personal data that is adequate, relevant and necessary for the relevant purposes;

6.3.1.4 we will keep accurate and up to date personal data, and take reasonable steps to ensure that inaccurate personal data are deleted or corrected without delay;

6.3.1.5 we will keep personal data in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data are processed; and

6.3.1.6 we will take appropriate technical and organisational measures to ensure that personal data are kept secure and protected against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

6.3.2 The Academy is also responsible to demonstrate compliance with the above data protection principles.

6.4. BASIS FOR PROCESSING PERSONAL DATA

6.4.1 In relation to any processing activity that involves personal data we will, before the processing starts for the first time, and then regularly while it continues:

6.4.1.1 review the purposes of the particular processing activity, and select the most appropriate lawful basis for that processing, i.e.:

- (a) that the data subject has consented to the processing;
- (b) that the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) that the processing is necessary for compliance with a legal obligation to which the Academy is subject;
- (d) that the processing is necessary for the protection of the vital interests of the data subject or another natural person;
- (e) that the processing is necessary for the performance of a task carried out in the public interest or exercise of official authority by the Academy; or
- (f) where the Academy is not carrying out tasks as a public authority, that the processing is necessary for the purposes of the legitimate interests of the Academy or a third party, except where those interests are overridden by the interests of fundamental rights and freedoms of the data subject.

6.4.1.2 except where the processing is based on consent, satisfy ourselves that the processing is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose);

6.4.1.3 document our decision as to which lawful basis applies, to help demonstrate our compliance with the data protection principles;

6.4.1.4 include information about both the purposes of the processing and the lawful basis for it in our relevant privacy notices; and

6.4.1.5 where sensitive personal data is processed, also identify a lawful special condition for processing that information (see paragraph 5 below), and document it.

6.5. SENSITIVE PERSONAL DATA

6.5.1 Sensitive personal data are personal data, revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership; data concerning health or sex life and sexual orientation; genetic data or biometric data.

6.5.2 The International Academy for Design and Health may from time to time need to process sensitive personal data. We will only process sensitive personal data if:

6.5.2.1 we have a lawful basis for doing so as set out in paragraph 4.1.2 above; and

6.5.2.2 one of the special conditions for processing sensitive personal data applies, e.g.:

- (a) the data subject has given explicit consent;
- (b) the processing is necessary for the purposes of exercising the employment law rights or obligations of the Academy or of the data subject;
- (c) the processing is necessary to protect the data subject's vital interests, and the data subject is physically incapable of giving consent;
- (d) the processing relates to personal data which are manifestly made public by the data subject;
- (e) the processing is necessary for the establishment, exercise or defence of legal claims; or
- (f) the processing is necessary for reasons of substantial public interest.

6.5.3 The International Academy for Design and Health's data protection privacy notices set out the types of sensitive personal data that the Academy processes, what it is used for and the lawful basis for the processing.

6.6 DATA PRIVACY IMPACT ASSESSMENTS

Where processing is likely to result in a high risk to an individual's data protection rights (e.g. where the International Academy for Design and Health is planning to use a new form of technology), we will, before commencing the processing, carry out a Data Privacy Impact Assessment to assess:

6.6.1 whether the processing is necessary and proportionate in relation to its purpose;

6.6.2 the risks to individuals; and

6.6.3 what measures can be put in place to address those risks and protect personal data.

6.7. DOCUMENTATION AND RECORDS

6.7.1 We will keep written records of processing activities.

6.7.2 We will conduct regular reviews of the personal data we process and update our documentation accordingly. This may include:

6.7.2.1 carrying out information audits to find out what personal data the Academy holds;

6.7.2.2 communicating to staff/leadership committee across the Academy to get a more complete picture of our processing activities; and

6.7.2.3 reviewing our policies, procedures, contracts and agreements to address areas such as retention, security and data sharing.

6.8. PRIVACY UPDATES

6.8.1 The International Academy for Design and Health will issue privacy updates from time to time, informing the people from whom we collect information about the personal data that we collect and hold relating to them, how they can expect their personal data to be used and for what purposes.

6.8.2 We will take appropriate measures to provide information in privacy updates in a concise, transparent, intelligible and easily accessible form, using clear and plain language.

6.9. INDIVIDUAL RIGHTS

6.9.1 Data subjects have the following rights in relation to their personal data:

6.9.1.1 to be informed about how, why and on what basis that data is processed (at the Academy, we customarily do that via privacy notices);

6.9.1.2 to obtain confirmation that their data is being processed and to obtain access to it and certain other information, by making a subject access request;

6.9.1.3 to have data corrected if it is inaccurate or incomplete;

6.9.1.4 to have data erased if it is no longer necessary for the purpose for which it was originally collected/processed, or if there are no overriding legitimate grounds for the processing (this is sometimes known as ‘the right to be forgotten’);

6.9.1.5 to restrict the processing of personal data where the accuracy of the information is contested, or the processing is unlawful (but the data subject does not want the data to be erased), or where the Academy no longer needs the personal data but the data subject requires the data to establish, exercise or defend a legal claim; and

6.9.1.6 to restrict the processing of personal data temporarily where the data subject does not think it is accurate (and the Academy is verifying whether it is accurate), or where the data subject has objected to the processing (and the Academy is considering whether the Academy's legitimate grounds override the data subject's interests).

6.9.2 Each of the International Academy for Design and Health's privacy notices provides details of how these individual rights can be exercised. In most cases, individuals are advised to contact the Academy via email at global@designandhealth.org.

6.10. INDIVIDUAL OBLIGATIONS

6.10.1 Individuals are responsible for helping the International Academy for Design and Health keep their personal data up to date. Individuals should let the Academy know if the information they have provided to the Academy changes (for example if one moves house or changes details of the bank or building society account to which they are paid).

6.10.2 Members of staff may have access to the personal data of other members of staff, members and other clients and suppliers of the Academy in the course of their employment or engagement. If so, the Academy expects such members of staff to help meet the data protection obligations to those individuals.

6.10.3 If one has access to Academy personal data, they must:

6.10.3.1 only access the personal data that they have authority to access, and only for authorised purposes;

6.10.3.2 only allow others to access personal data if they have appropriate authorisation to do so;

6.10.3.3 keep personal data secure (e.g. by complying with rules on access to premises, computer access, password protection and secure file storage and destruction and other precautions set out in the Academy's Information Security Policy and related Codes of Practice);

6.10.3.4 not remove personal data, or devices containing personal data (or which can be used to access it), from the Academy's premises unless appropriate security measures are in place to secure the information and the device; and

6.10.3.5 not store personal data on local drives or on personal devices that are used for work purposes.

6.10.4 The International Academy for Design and Health should be contacted if one is concerned or suspects that one of the following has taken place (or is taking place or likely to take place):

6.10.4.1 processing of personal data without a lawful basis for its processing or, in the case of sensitive personal data, without also one of the conditions in paragraph 5.2.2 above being met;

6.10.4.2 access to personal data without the proper authorisation;

6.10.4.3 personal data not kept or deleted securely; 10.4.4 removal of personal data, or devices containing personal data (or which can be used to access it), from the Academy without appropriate security measures being in place;

6.10.4.5 any other breach of this policy or of any of the data protection principles set out in paragraph 3 above.

6.11. INFORMATION SECURITY

The International Academy for Design and Health utilizes Dropbox storage services for all data and have ensured that the organization has the required data protection and data storage security measures in place that comply with the current GDPR requirements.

6.11.1 The Academy will use appropriate technical and organisational measures to keep personal data secure, and in particular to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage. These may include:

6.11.1.1 making sure that, where possible, personal data is pseudonymised or encrypted;

6.11.1.2 ensuring the ongoing confidentiality, integrity, availability and resilience of processing systems and services;

6.11.1.3 ensuring that, in the event of a physical or technical incident, availability and access to personal data can be restored in a timely manner; and

6.11.1.4 a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.

6.11.2 Where the International Academy for Design and Health uses external organisations to process personal data on its behalf, additional security arrangements need to be implemented in contracts with those organisations to safeguard the security of personal data. In particular, contracts with external organisations must provide that:

6.11.2.1 the organisation may act only on the written instructions of the Academy or if required by law;

6.11.2.2 those processing the data are subject to a duty of confidence;

6.11.2.3 appropriate measures are taken to ensure the security of processing;

6.11.2.4 sub-contractors are only engaged with the prior consent of the Academy and under a written contract;

6.11.2.5 the organisation will assist the Academy in providing subject access and allowing individuals to exercise their rights in relation to data protection;

6.11.2.6 the organisation will assist the Academy in meeting its obligations in relation to the security of processing, the notification of data breaches and data protection impact assessments;

6.11.2.7 the organisation will delete or return all personal data to the Academy as requested at the end of the contract; and

6.11.2.8 the organisation will provide the Academy with whatever information it reasonably needs to ensure that they are both meeting their data protection obligations.

6.11.3 Before any new agreement involving the processing of personal data by an external organisation is entered into, or an existing agreement is altered, the relevant member of staff must seek approval of its terms by the International Academy for Design and Health Global Board.

6.12. STORAGE AND RETENTION OF PERSONAL DATA

The International Academy for Design and Health utilizes Dropbox storage services for all data and have ensured that the organization has the required data protection and data storage security measures in place that comply with the current GDPR requirements.

Dropbox data & retention security notice;

Security. We have a team dedicated to keeping your information secure and testing for vulnerabilities. We also continue to work on features to keep your information safe in addition to things like two-factor authentication, encryption of files at rest, and alerts when new devices and apps are linked to your account.

Retention. We'll retain information you store on our Services for as long as we need it to provide you the Services. If you delete your account, we'll also delete this information. But please note: (1) there might be some latency in deleting this information from our servers and back-up storage; and (2) we may retain this information if necessary to comply with our legal obligations, resolve disputes, or enforce our agreements.

For full Dropbox privacy policy click [here](#)

6.12.1 Personal data (and sensitive personal data) will be kept securely in accordance with the Academy's Information Security Policy.

6.12.2 Personal data (and sensitive personal data) should not be retained for any longer than necessary. The length of time over which data should be retained will depend upon the circumstances, including the reasons why the personal data was obtained.

6.12.3 Where there is any uncertainty with respect to data retention, staff should consult either the International Academy for Design and Health Global Support Team and/or The Global Board.

6.12.4 Personal data (and sensitive personal data) that is no longer required will be deleted permanently from our information systems and any hard copies will be destroyed securely.

6.13. DATA BREACHES

6.13.1 A data breach may take many different forms, for example:

6.13.1.1 loss or theft of data or equipment on which personal data is stored;

6.13.1.2 unauthorised access to or use of personal data either by a member of staff or third party;

6.13.1.3 loss of data resulting from an equipment or systems (including hardware and software) failure;

6.13.1.4 human error, such as accidental deletion or alteration of data;

6.13.1.5 unforeseen circumstances, such as a fire or flood;

6.13.1.6 deliberate attacks on IT systems, such as hacking, viruses or phishing scams; and

6.13.1.7 'blagging' offences, where information is obtained by deceiving the organisation which holds it.

6.13.2 If anyone believes personal data held by the International Academy for Design and Health has been compromised in some way they MUST report this immediately by contacting the Academy via email at global@designandhealth.org

6.13.3 The International Academy for Design and Health will:

6.13.3.1 investigate any reported actual or suspected data security breach;

6.13.3.2 where applicable, make the required report of a data breach to the appropriate authority without undue delay and, where possible within 72 hours

of becoming aware of it, if it is likely to result in a risk to the rights and freedoms of individuals; and

6.13.3.3 notify the affected individuals if a data breach is likely to result in a high risk to their rights and freedoms and notification is required by law.

6.14. INTERNATIONAL TRANSFERS

6.14.1 The International Academy for Design and Health may transfer personal data to other countries on the basis that such countries are designated as having an adequate level of protection or that the organisation receiving the information has provided adequate safeguards (e.g. by way of binding corporate rules or standard data protection clauses) or where we obtain the relevant data subjects' explicit consent to such transfers.

6.14.2 We will inform data subjects of any envisaged international transfers in the relevant privacy notice.

6.15. TRAINING

Staff/members need to be adequately trained regarding their data protection responsibilities. Individuals whose roles require regular access to personal data, or who are responsible for implementing this policy or responding to subject access requests under this policy, will receive additional training to help them understand their duties and how to comply with them.

6.16. CONSEQUENCES OF FAILING TO COMPLY

6.16.1 The International Academy for Design and Health takes compliance with this policy very seriously. Failure to comply with the policy:

6.16.1.1 puts at risk the individuals whose personal data is being processed;

6.16.1.2 carries the risk of significant civil and criminal sanctions for the individual and the Academy; and

6.16.1.3 may, in some circumstances, amount to a criminal offence by the individual.

6.16.2 Because of the importance of this policy, a staff/members failure to comply with any requirement of it may lead to disciplinary action under the Academy's procedures, and this action may result in dismissal for gross misconduct. If a non-

employee breaches this policy, they may have their contract terminated with immediate effect.

6.16.3 If you have any questions or concerns about anything in this policy, do not hesitate to contact the Academy via email at global@designandhealth.org

7.0 ICT POLICY

The International Academy for Design and Health provides ICT facilities for business communication. The facilities must not be used for transmission, reception or storage of any offensive, pornographic or illegal material. The facilities must not be used to carry out illegal hacking or piracy. This policy is based on mutual respect between The International Academy for Design & Health and its members. Clear breach of it is cause for invoking disciplinary procedures.

7.1 I.C.T. ACCEPTABLE USE POLICY FOR MEMBERS

The International Academy for Design & Health ICT Policy protocol provides the policies and procedures for selection and use of IT within the business which must be followed by all staff/members. It also provides guidelines The International Academy for Design & Health will use to administer these policies, with the correct procedure to follow.

The International Academy for Design & Health will keep all IT policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome.

These policies and procedures apply to all employees/members.

7.2 ACCEPTABLE USES

As a general principle, email, website and social media access is provided to members to support academy related activities. The following list is not intended to be a definitive list, but sets out broad areas of use that the organization considers to be acceptable uses of the above:

- To provide communication within the organisation via email or the organisation website
- To provide communication with other organisations for educational purposes
- To distribute electronic copies of the weekly reports and communication
- To distribute details regarding organisation meetings

- To provide electronic methods of communication
- Any other use that directly supports Academy related functions.

7.3 EMAIL

Users must be mindful that they are acting as an organisation representative when using the designandhealth.org Chapter e-mail, therefore all email correspondence should be courteous and professional and not offensive or in breach with social standards.

Email guidelines include but are not limited to;

- Chapter emails are to be used for official Academy business to members and external organisations.
- The format of the messages should be in lower case as in normal letter writing (avoid the use of capitals unless grammatically warranted) and should be dually signed with an appropriate email signature referencing name, office bearer and chapter.
- Be descriptive in the subject line to allow for easy reference in project files.
- Users shall not use the Academy email to authorise, permit or instruct members, colleagues or contacts to carry out any activities beyond the user's level of authority.
- The Academy email account must not be used for transmission or reception of any offensive, pornographic or illegal material. The account must not be used to carry out illegal hacking or piracy.
- The use of Academy email accounts for personal or private purposes is prohibited.
- Personal email accounts can be used for day to day organisational communication between Academy members, the leadership committee and third parties.
- The use of The International Academy for Design and Health email for mass marketing purposes is prohibited. Mass distribution (30+ recipients) of email on the Academy email system can cause our email service to be locked down for at least 24 hours. This could have a major effect on business operations. Any such activity needs authorisation from the CEO and will be managed outside of our email system.

7.4 DATA STORAGE

The International Academy for Design and Health needs to collect, store and process personal data in order to carry out its functions and activities. The IADH is the only legal entity that is permitted and allowed to store the personal data and is committed to full compliance with the applicable data protection legislation.

The IADH centrally maintains data through the Global Support Office. The International Academy for Design and Health utilizes Dropbox storage services for all data, which states

that they have the required data protection and data storage security measures in place that comply with the current GDPR requirements.

The IADH treats breaches in regard to the inappropriate use of personal data as a severe misconduct and requires all Chapters and the members of the Regional Leadership to fully comply.

7.4.1 Access & Use

Access to the Academy virtual network is provided to employees to assist in file sharing, knowledge sharing and data collection. The virtual nature of this approach offers flexibility to access from almost any device in any location.

Users must be mindful of the security levels of the device from which they access the virtual network (Dropbox and One Drive). They must take all precautions to ensure a secure connection if using a public device and ensure they log off after use.

The International Academy for Design and Health virtual network is provided for the storage of business-related information only. The storage of illicit, illegal or offensive material is prohibited. The storage of music, videos and other entertainment related files not specifically related to Academy business is prohibited.

The International Academy for Design and Health reserves the right to remove any files it deems unsuitable without prior warning to the owner / user.

7.4.2 Chapter Contacts Database

Chapter functions and activities require the need to collect, store and process personal data, as such, Chapters MUST adhere to all respective local laws and regulations pertaining to data storage and relevant processing.

Internal Contact Database handling guidelines include but are not limited to;

- Data cannot be issued to third parties - Many jurisdictions have very strict privacy laws and this cannot be issued to any third party.
- You also cannot internally broadcast this list (or any future information/data) to members or have available for access at any events.
- Database of contacts is for use of the Chapter Leadership internally only to address messages, news any relevant updates pertaining to Chapter activity/events etc
- All communication to the database of contacts in bulk format needs to happen through Global Support and the appropriate email marketing tools – the reason being that if you use your local Chapter email address, the Academy will be blocked as a spammer. In order to avoid this, it is vital to send email distributions through Global Support.
- Chapters are responsible for advising Global of any and all updates and additions to the contact database in order to maintain database management for

future communications. IADH will issue at regular intervals or upon request each Chapter with their latest up to date contacts database.

- Any sharing of contacts or internal distribution of database between chapter leadership members need to be appropriately labelled – “Commercial in Confidence”

7.5 DATA STORAGE AND CLOUD USE

The International Academy for Design and Health operates in a virtual data environment, utilising current cloud based storage technology such as Dropbox and Google Apps to host data. This ensures our data is up to date and readily available to all users, anywhere in the world.

This virtual environment also enables flexibility in work arrangements but requires an extra level of awareness and caution from users. Management and protection of data is critical to the success of a virtual network. This policy outlines key activities all users need to be aware of when working on the Academy system.

7.6 SECURITY

Security is controlled centrally by The International Academy for Design and Health. The folder structure of The International Academy for Design and Health was created by the Global Board and is added to as required.

Users are invited to join folders are required of their role and project involvement. Any individual user can technically share access rights or links to data with other Academy users. Links are uncontrolled and untimed, so sharing of data via links is discouraged.

Internally, file paths should be used to show location of files only. Sharing documents outside of the Academy can only be done via email and in PDF format via a public folder in Dropbox. These links will automatically expire within 7 days. Files in the Public folder will still need to be deleted by each user when transfer complete.

To protect data on each user’s computer, the Screen Saver should always be enabled to lock the computer when not in use and require password to unlock.

7.7 LIVE DATA ENVIRONMENT

When working in a cloud environment such as the Academy system, users must be aware that the data is live for ALL users connected to Dropbox & One Drive. Any action made on a single user’s machine affects the entire network. Adding, updating and deleting files as part of a typical project process are all actions undertaken throughout the course of a typical working day.

7.8 ENABLING/DISABLING ACCESS TO DROPBOX FOLDER

Users can only be added or deleted on the weekends (preferable) or in the evening as the entire Dropbox server will reindex and commence download of large amounts of information. Existing folders will not sync until this process is completed which has the potential to impact other users significantly.

7.9 SHARING DATA

Dropbox has a number of ways to share files internally (with Academy colleagues) or externally (with clients and partners).

7.9.1 Internally

Access to Dropbox files may be limited by the level of User access, as set by The International Academy for Design and Health Administrator. For those with access, Dropbox files should be available immediately upon syncing. File paths are a good way to direct colleagues to files you've created.

7.9.2 Externally

A file path won't work for people outside of the Academy. The preferred option for sharing externally is a Public Folder.

7.10 SOFTWARE

The use of unlicensed or personal copies of software or games is prohibited on The International Academy for Design and Health hardware. The International Academy for Design and Health reserves the right to remove any files it deems unsuitable without prior warning to the owner / user.

7.11 HARDWARE

Members provided with laptops or PCs must not download programs or files which put the operation of the machine at risk. Similarly, they must not over crowd the machine with personal files to the point that it impacts effective operation.

If the member installs or downloads any external software, programs or files which negatively affect the operation of the machine and/or cause inability to carry out their role effectively, the employee may be requested to reimburse the cost of repair and/or supply of alternative machine so as not to impact work flow.

All Academy hardware or other hardware used to access Academy resources must be password protected.

This ICT policy is based on mutual respect between The International Academy for Design and Health and its members. Clear breach of it is cause for invoking disciplinary procedures.

