

Date: 16 October 2018

Reference No:

Prepared for: ET

Topic: Technology Reference Panel / Technology Advisory Panel

Issue:

In March the ICO published the Technology Strategy - goal six included an aim to revise and reconstitute our Technology Reference Panel (TRP) with new terms of reference to ensure we receive expert advice and strategic insight into emerging technologies.

Also to develop a new stakeholder engagement map focussed on technology. The ICO will seek to engage with the following communities to develop stronger or new partnerships:

- Professional bodies focused on technology
- Academic technology networks and University departments focussed on technology
- Public sector technology networks
- Industry bodies focused on technology

An assessment of the previous ICO TRP found that the panel had provided useful insight and advice on emerging technology issues but that more strategic value needed to be derived from its work and it needed to play a more central role informing the ICO's technology priorities.

PAPER UPDATED FOLLOWING SLT DISCUSSION

Discussion:

It is proposed that the panel is renamed the Technology Advisory Panel (TAP).

The new TAP will be comprised of a number of industrial and academic professionals. The core of the TAP will be relatively small, but expanding to invite additional experts to join them relating to the topic of discussion.

The TRP would be chaired by Executive Director for Innovation and Technology Policy, supported by their two Heads of Department. The

Deputy Commissioner (Policy) and may also attend when appropriate. Other ICO attendees will also be invited depending on the subject matter.

Proposed core members would be:

- Professional body: A representative of the British Computer Society (BCS)
- Trade body: A representative of Tech UK
- Think Tank: Open Data Institute (ODI)
- Expert member: data scientist (Academic) – appointed role
- Expert member: futurologist (Academic) – appointed role
- Consider additional experts e.g. child privacy

Experts would also be invited on a topic by topic basis.

The two academic posts will be advertised on the ICO website and a stipend will be offered as part of the package. The expert members' role will also be under contract. The rationale of this is to take a competition driven approach to recruiting the experts on the panel and enable the ICO to access the best talent. This formal approach will also enable the ICO to expect more from the expert panel in terms of input they provide, including work outside the meetings. It also provides an option to ask panel members to provide input into the Regulatory Decision Panel when this is constituted and part of the ICO's governance.

In order to ensure there is a rotation of expertise it is proposed that the expert member are appointed for a fixed term, which could be renewed. It is proposed to be 2 terms of 2 years.

The panel will hold four meetings in the 12 months from establishment, the first meeting will be core members only to examine/scope the three meetings for the rest of the period covering the priority areas from the Technology strategy.

- Priority area #1: Cyber security
- Priority area #2: Artificial intelligence, big data and machine learning
- Priority area #3: Web and cross device tracking

It should also be noted there will be costs related to the running of the panel, each of the core members should be reimbursed for travel costs and refreshments would also need to be supplied.

Meetings will be held at the ICO's London office.

Options:

The stipend needs to be set, the 3 posts below are taken from jobs.ac.uk in order to give an approximate per hour rate.

Professor of Computational Neuroscience
School of Computer Science
University of Hertfordshire
Placed on: 23-05-2018 Salary: £58,293 to £67,437 pa depending on skills and experience (Grade AM1-2)

Professor in Cyber Security
Department of Computer Science and Creative Technologies
University of the West of England, Bristol
Placed on: 11-05-2018 Salary: £60,173 to £86,889 per annum, see advert text for details

Professor in Artificial Intelligence
Department of Computer Science and Creative Technologies
University of the West of England, Bristol
Placed on: 11-05-2018 Salary: £60,173 to £86,889 per annum

1st post mid-point £62,865 P/A £32.24 P/H
2nd and 3rd posts mid-point £73531 P/A £37.71 P/H

per hour	hours per meeting	cost per meeting	meetings per year	cost per year
£32.24	7	£225.68	4	£902.72
£37.71	7	£263.97	4	£1,055.88

On top of these costings would be travel.

Recommendations:

Advertise for the two expert/academic posts as soon as possible, with summer approaching many academics will be unavailable over the summer.

Set the stipend at £1200 for the four meetings, £300 per meeting. The rate would also be offered for expert members to undertake work between meetings.

Author: Nigel Houlden/Steve Wood/Simon McDougall

Consultees: Policy Steering Group

Reviewed/cleared by: Steve Wood/Simon McDougall

Commissioner's decision:

Signed:

Dated:

ROLE DESCRIPTION

TITLE: Academic Expert Member of the ICO Technology Advisory Panel

Context

The Information Commissioner's Office (ICO) Technology Advisory Panel (the Panel) is a new body intended to ensure that the Commissioner receives expert advice and strategic insight into emerging technologies.

The Panel will be constituted of a small number of industrial and academic professionals (with some ICO staff in attendance), and may invite additional experts to contribute on an as-needed basis.

The Panel will usually meet in-person in London for full-day sessions, four times per year, and will be chaired by the ICO's Executive Director for Innovation and Technology Policy.

The Panel will consider any emerging technologies it deems relevant. These will include technologies relating to the three priority areas identified in its Technology Strategy (cyber security; artificial intelligence, big data and machine learning; and web and cross device tracking).

Panel Frequency and duration of appointment

The Panel is expected to meet four times per year in London. It is therefore possible to combine this role with other academic or advisory positions, subject to there being no conflicts of interest.

A two year term is anticipated (with scope for re-appointment for one more two year term).

Stipend

A stipend of £400 per meeting is payable and travel expenses will be reimbursed.

Purpose of the role

The purpose of the Panel is to consider developments in technology and their implications on information rights, privacy, and how they could impact on the ICO.

The ICO will use this information and intelligence to inform future strategies and to ensure that guidance and advice to the public and organisations is able to keep pace with changes in this field.

Responsibilities

- Contribute subject expertise to the ICO via the Panel.
- Make a full contribution to Panel discussions using a breadth of knowledge of current and future technological developments.
- Consider information rights and privacy implications of emerging technologies and input this information to the panel.
- Identify potential areas of risk to privacy rights which may arise from new technology and the means by which personal information is used and processed.
- Inform the Panel of areas of research or developments which may be worthy of consideration in the future.
- Undertake additional research on behalf of the Panel, if required, for which an additional fee will be payable.

Person specification

Experience

- A background in data science, futurology or predictive science.
- Demonstrable expertise in emerging technologies, identifying future trends and developments, new developments etc.
- Experience of authoring research papers/academic reports or contributing to relevant technology trade journals.
- An understanding of the privacy implications of emerging technologies.

Skills required

- Deep expertise on one or more areas of emerging technologies that are likely to involve the processing of personal data.
- Ability to communicate issues with clarity to people with non-technological backgrounds.
- Ability to establish sound working relationships with other panel members quickly.
- The ability to undertake additional technological research if required.

Academic Expert Member of the ICO Technology Advisory Panel

Technology is developing fast. At the Information Commissioner's Office we want to make sure we keep pace with, and anticipate, these developments to understand their impact on privacy and information rights.

To help us to do this the ICO is forming a Technology Advisory Panel to ensure the Commissioner receives expert advice and strategic insight into emerging technologies.

The Panel will consider and advise the ICO of the impact of such technologies on privacy and information rights with particular focus on cyber security; artificial intelligence; big data and machine learning; and web and cross-device tracking.

Your background

We are seeking panel members who are currently working in academia and have a background in data science, futurology or predictive science, with experience of authoring research papers/academic reports or contributing to relevant technology trade journals.

Importantly, our panel members will need to have insight into the privacy implications of emerging technologies.

Our Panel

The Panel will be constituted of a small number of industrial and academic professionals, along with ICO staff, and will meet in person in London four times per year.

There may be circumstances in which panel members are asked to undertake additional research on behalf of the ICO and the panel.

Appointment to the panel is for a two year term with scope for re-appointment for another more two year term. A stipend of £400 per meeting is payable and along with reimbursement of travel expenses.

To apply

Interested? If so, please send your CV, along with a covering letter telling us why you wish to be on the panel and what insights you will bring, to recruitment@ico.org.uk

Closing date: 5.00pm, Monday, 21 January 2019

**Technology Advisory Panel
Declaration of Interests**

Name:	
Details of outside interest including organisation and the nature of your interest with them.	
Details of any employment including: Name of employer; nature of their business and your role	
Potential/actual conflicts of interest identified	

I _____ [name] declare the above outside interests.

I understand that it is a condition of my membership of the ICO Technology Advisory Panel that my private or interests or any employment must not result in a position where my membership of the panel and my private or employment interests conflict.

I recognise and understand that I must not make use of my membership of the Technology Advisory Panel to further my private or employment interests and will not undertake any activity which may embarrass or damage the reputation of the public image of the Information Commissioner or the Information Commissioner's Office.

I therefore undertake to ensure that my private or employment interests do not conflict with the work and activities of the Information Commissioner's Office.

Signed:

Date:

Noted by or approved by:

Signed:

Date:

Private and confidential

Expert Member of the ICO Technology Advisory Panel

I am writing to confirm that the ICO wishes to engage your support and advisory services as an unpaid Expert Member of the ICO Technology Advisory Panel for a two year term.

We are engaging the services of panel members to consider and advise the ICO of the impact of emerging technologies on privacy and information rights with particular focus on cyber security; artificial intelligence; big data and machine learning; and web and cross-device tracking. There may be circumstances where you are requested to undertake other additional research on behalf of the ICO and the panel.

This agreement is not a contract of employment, nor shall imply a contract of employment and does not confer any employment rights upon you. The ICO is not obliged to provide you with any requests for additional engagement or any work. It is entirely at the ICO's discretion whether they wish to offer any further work outside the core participation in the Technology Advisory Panel, and you are at liberty to decline any such requests or any work from the ICO for any reason.

The Technology Advisory Panel will meet four times a year.

The terms of this agreement shall also apply to each and any additional assignment but there shall be no relationship between the parties after the end of one assignment and before the start of any subsequent assignment. The fact that you have been offered work or offered work on more than one occasion shall not confer any legal rights on you.

It is also accepted and acknowledged that you may have academic and business interests other than those of the ICO. Nothing in this agreement shall prevent you from being engaged, concerned or having any financial interest in any capacity in any other business, trade, profession or occupation during any engagement for the ICO provided that it is not competing with or creating a conflict or potential conflict of interests with the work of the ICO. If you become aware of any potential conflicts of interest or competing interests, these should be disclosed in writing to the Simon McDougall, Director of Technology Policy and Innovation as soon as you become aware of them.

Confidentiality

All information acquired whilst engaged in activity on behalf of the ICO is confidential to the ICO. It must not be disclosed to third parties or used for any reason other than in the interests of the ICO, either during your engagement or later, without prior written clearance from the Commissioner.

Your attention is drawn to s.132 of the Data Protection Act 2018. This clause states that a person acting as an agent of the Commissioner, must not disclose information which:

- (a) has been obtained by, or provided to, the Commissioner in the course of, or for the purposes of, the discharging of the Commissioner's functions;
- (b) relates to an identified or identifiable individual or business; and
- (c) is not available to the public from other sources at the time of the disclosure and has not previously been available to the public from other sources;

...unless the disclosure is made with lawful authority.

The Act makes it an offence to knowingly or recklessly disclose information in contravention of these requirements.

Nothing in the above paragraphs shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998, provided that the disclosure is made in accordance with the provisions of that Act and you have complied with the ICO's policy.

Any such breach will also be deemed to be a breach of this agreement and could result in termination of any engagement.

Return of documents

All documents, manuals, hardware and software provided for your use by the ICO, and any data or documents (including copies) produced, maintained or stored on the ICO's computer systems or other electronic equipment (including mobile phones), remain the property of the ICO.

Any ICO property in your possession and any original or copy documents obtained by you in the course of your work for the ICO shall be returned to the Commissioner at any time on request and in any event at the end of each assignment.

Data Protection

The ICO will collect, hold and process information about you for legal, personnel, administrative, payroll and management purposes and will process any sensitive personal data (as defined in the Data Protection Act 2018) required to deal with matters relating to your health or otherwise required and as set out in its Privacy Notice.

You will be expected to comply with the Data Protection Act; the ICO's Privacy Notices and any of the ICO requirements in relation to Data Protection and disclosure of information.

I would be grateful if you could sign the enclosed second copy of this letter if you are content to accept the terms upon which this engagement is offered, along with the enclosed forms and a copy of your passport.

If you have any queries about this matter, please contact me by emailing Claudia.hunt@ico.org.uk

Yours sincerely

Claudia Hunt
Human Resources Manager

Signed: _____

Date: _____

ROLE DESCRIPTION

TITLE: Expert Member of the ICO Technology Advisory Panel

Context

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- An understanding of the privacy implications of emerging technologies.

Skills required

- Deep expertise on one or more areas of emerging technologies that are likely to involve the processing of personal data.
- Ability to communicate issues with clarity to people with non-technological backgrounds.
- Ability to establish sound working relationships with other panel members quickly.
- The ability to undertake additional technological research if required.

From: [Alister Pearson](#)
To: [John Best](#)
Subject: Technology Advisory Panel ToR
Date: 15 December 2021 13:56:00
Attachments: [Technology Advisory Panel ToR.docx](#)
[image001.jpg](#)

Hi John,

Please find attached a draft of the proposed ToR for TAP 2.0. There is a section I've asked if you could fill out, as I think you and Adam will be leading on it in the future.

Happy to discuss.

Cheers.

Kind regards,



Alister Pearson
Senior Policy Officer – Technology

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 03304 146396 F. 01625 524510 ico.org.uk twitter.com/iconews
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Terms of reference

Technology Advisory Panel

Created December 2021

The Technology Advisory Panel (TAP) consists of external technology experts from academia, industry and the third sector. It provides a forum for the ICO to obtain expert advice on topics at the cross-section of new and emerging technologies and the implications they on the organisations it regulates, as well as the impacts on data subjects. The TAP aims to provide actionable expert advice to the ICO, which will support its statutory responsibilities, including policy and thought leadership.

1. Objectives

The objectives of the TAP are to:

1. Provide actionable expert advice to the ICO on new and emerging technologies and the implications for organisations and data subjects.
2. Onboard new members to replace existing members who are finishing their two-year fixed term.
3. Host four meetings in 2022.

2. Scope

Technology

The TAP will consider all new and emerging technologies to the extent that they have implications for the organisations that the ICO regulates and data subjects in the UK.

Advice

The ICO will produce and pose questions to TAP members on areas of work it is engaged in. These questions must aim to obtain advice from TAP members, rather than obtain critique or feedback. Advice from the TAP must aim to be actionable by the ICO.

3. Membership

The membership of the TAP will consist of technology experts from academia, industry and the third sector. A list of current TAP members is included in Annex A.

TAP members will generally not be allowed to delegate their position to someone else if they are unable to attend a meeting. Rare exceptions to this will be decided on a case-by-case basis.

TAP members will join for an initial two-year fixed period. At the end of their term, the ICO will review whether to extend the period.

The membership of the TAP will be reviewed at least annually to ensure that the ICO is obtaining strategic or tactical value from it.

TAP meetings will be chaired and organised by the ICO. Attendance of TAP meetings by the ICO will consist of a small core of Technology and Innovation personnel (see Annex A). Depending on the topics being discussed at the TAP, other ICO personnel may also attend to present or observe.

4. Recruitment of Members

Commented [AP1]: JB to add – do you also want to add a bit about payment of members too?

5. Conduct of Meetings

The ICO Secretariats will prepare a draft agenda, having regard to previous items raised, and in consultation with colleagues at the ICO.

Agenda items may be submitted by any member of the ICO to the ICO Secretariats no less than three weeks before each meeting and will be accepted at the discretion of the ICO Secretariats.

Supporting papers for agenda items must be forward to the ICO Secretariats not less than two weeks before the meeting. Supporting papers must include questions to be answered by TAP members. Questions must be framed to illicit advice. Papers and questions may be subject to edits in agreement with the author(s) and ICO Secretariats.

The meeting agenda, supporting papers and questions will be forwarded to TAP members and core ICO personnel not less than five working days before the meeting. TAP members must prepare answers to the questions prior to the meeting.

The ICO may invite non-core members to attend its meetings to present on the papers, or as observers, as it considered necessary and as coordinated by the ICO Secretariats.

During the meeting, the paper author(s) will provide a brief overview of the topic they are bringing to the TAP and the questions they want to ask for not longer than five minutes.

Draft minutes and details of advice provide by TAP members will be the responsibility of the ICO Secretariats and will be circulated to meeting attendees within 10 working days of the meeting.

6. Chair

The ICO's Executive Director of Regulatory Futures and Innovation will chair meetings. The chair may nominate a deputy chair in the event of their unavailability.

7. Frequency of meeting

The TAP will meet at least once a quarter and as required. The ICO Secretariats will schedule any additional meetings.

8. Notice of Meetings

Notice of each meeting confirming the venue, time, and date will be agreed in advance and at a minimum of two months before. The ICO Secretariats will be responsible for organising the meetings.

9. Approval, review and variation of Terms of Reference

The TAP terms of reference will be reviewed, updated as required and approved by TAP members at least annually. With the exception of updates to TAP members and core ICO personnel listed in Annex A which may be made by the ICO Secretariats, in agreement with the Chair, as required and do not require review and approval by TAP members.

Annex A

Current Technology Advisory Panel members

Luciano Floridi

Emiliano De Cristofaro

Reuben Binns

Sue Daly

Miranda Sharpe

Hera Hussein

Rachel Coldicutt

Alexandra Smythe

ICO core attendees

Stephen Bonner – Chair

Jenny Vega-Destello

Stephen Almond

Ali Shah

Adam Ingle

Alister Pearson – co-secretariat

John Best – co-secretariat

Commented [AP2]: To check if anyone else should included

From: [Alister Pearson](#)
To: [Andrew Long](#)
Cc: [Ciara Hagan](#)
Subject: RE: TAP and AI Working Group
Date: 17 December 2021 14:30:00
Attachments: [Technology Advisory Panel ToR.docx](#)
[image001.jpg](#)
[image002.jpg](#)

Hi Andy,

Thank you for getting in touch. It would be great to get some support from you. I am currently developing a new terms of reference for the TAP with John Best in the Foresight Team, which will outline how TAP meetings will be organised in the future.

I've attached the latest draft to it. Basically where you see a task that says the ICO Secretariats will do.... That is something that we could use your help with. Although, as you will see, John and I can also help.

The ToR hasn't been finalised yet, but will let you know once it has any share a copy with you.

If you have any comments on the ToR as it is, please let me know.

We can discuss more in the New Year.

Hope you have a great break and see you in 2022!

Kind regards,



Alister Pearson
Senior Policy Officer – Technology

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 03304 146396 F. 01625 524510 ico.org.uk twitter.com/iconews
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From: Andrew Long <Andrew.Long@ico.org.uk>
Sent: 17 December 2021 14:15
To: Ahmed Razek <Ahmed.Razek@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>
Cc: Ciara Hagan <Ciara.Hagan@ico.org.uk>
Subject: TAP and AI Working Group

Hi Ahmed, Alister

Hope you're both well.

Cath mentioned that you may need some support for the TAP and AI Working Group – I'm happy to help out where I can.

I'm OOO from today and back in on 4th Jan but feel free to send over and details of what you may need help with. I'm also OOO from 10th Jan on Jury Duty so I could be away for another few weeks and may not be back until the end of Jan – hope that's not too much of an issue.

Hope you both have a nice time off and enjoy the holidays, all the best and see you in 2022!

Andy



Andrew Long
Lead Project Coordinator (Emerging Technology)
Regulatory Futures and Innovation

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 313 1665 ico.org.uk twitter.com/iconews
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2. Onboard new members to replace existing members who are finishing their two-year fixed term.
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Annex A

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Emiliano De Cristofaro

Reuben Binns

Sue Daly

Miranda Sharpe

Hera Hussein

Rachel Coldicutt

Alexandra Smythe

ICO core attendees

Stephen Bonner – Chair

Jenny Vega-Destello

Stephen Almond

Ali Shah

Adam Ingle

Alister Pearson – co-secretariat

John Best – co-secretariat

From: Adam Ingle
To: Alister Pearson; John Best
Subject: RE: Technology Advisory Panel 2.0 Terms of Reference 20220110
Date: 13 January 2022 13:10:34
Attachments: Draft TAP paper.docx
Technology Advisory Panel 2.0 Terms of Reference 20220110 (002).docx
image002.jpg
image003.jpg

Hi Alister and John,

Thanks for your work on the ToR's and the TI Board Paper – we're almost there I think.

I've made comments in each – if possible, are you able to address and send to me by **close tomorrow**? If not, just let me know and I'll push Mel for a bit more time. Given time constraints, Ali can have his 2 cents at the board meeting.

In general, can we just make these papers link up a bit more. The TI Board paper should explain the rationale behind the ToR while the ToRs sets out the proposed process in more detail.

Also John, please adapt the board paper into the TI board paper template (link provided in comments).

Please give me a shout with any questions.

Cheers!

Adam



Adam Ingle
Group Manager (Foresight Team)
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 03304146406 F. 01625 524510 ico.org.uk twitter.com/iconews

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From: Alister Pearson <Alister.Pearson@ico.org.uk>
Sent: 10 January 2022 08:48
To: Adam Ingle <Adam.Ingle@ico.org.uk>
Cc: John Best <John.Best@ico.org.uk>
Subject: Technology Advisory Panel 2.0 Terms of Reference 20220110

Hi Adam,

Please find attached a draft terms of reference for TAP 2.0 that John and I have created.

We would be grateful for any comments/suggestions you have. I have one in-text question about payment of members that I think we need to think about.

Happy to have a quick catchup to discuss feedback and next steps.

Kind regards,



Alister Pearson
Senior Policy Officer – Technology

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Technology Advisory Panel refresh 2022

06 January 2022

Recommendation

Introduction

The Technology Advisory Panel (TAP) is an assembly of subject matter experts used to derive insight on issues of relevance to the ICO. This paper sets out proposed changes to the current use and composition of the TAP.

The purpose of the TAP

The TAP is used to generate actionable insight from expert knowledge. By utilising external sectoral and academic panel members, the ICO gains access to knowledge beyond its core sources that it can use to stay proactive and relevant. TAP meetings are held 3-4 times annually and administered by a secretariat.

Composition of the TAP

TAP membership is currently on the basis of appointment from applicants. Applicants are chosen from academia, industry and the third sector. Panel membership is on a 2-year tenure, with the possibility of subsequent renewal. Some panel members are compensated for their time.

TAP 2.0



In order to cement the benefits of the TAP a number of changes are proposed.

1. Revised membership processes
2. Integration as a Foresight input
3. An internal “mirror” process
4. Establishing feedback loops for process improvement

1. Membership selection and compensation

Suggested changes to the membership selection process are twofold:

- (1) standardise compensation across membership, and
- (2) add a “headhunting” process to allow the ICO select best-fit expert views on areas of particular interest to the ICO.

In order to ensure areas of current and future work are covered in a comprehensive way, we propose the ICO be more proactive in seeking out panel members.

By focusing on selected candidates whose expertise match the ICO’s core priorities for the two year tenure, applicants sourced from the current system can be used to fill gaps and highlight potential avenues for future work or “wild card” suggestions outside the normal parameters.



To support this, we propose that compensation should be made consistent across members in line with attendance (pending authorisation from HR following approval of the new TAP process).



2. Integration as a Foresight input

Since the role of the TAP is to give expert input on technology and innovation, it is proposed that the views of panel members are used as an input to Foresight’s horizon-scanning process as a trusted source. To this end, some focus will be given within each agenda to prospective new innovations which might fall within Foresight’s remit.



3. An internal “mirror” process

In order to ensure that the ICO and the public purse are receiving the best possible value from the TAP, it is proposed that an internal group be created to assess the inputs to, the outputs of and alternate paths to the recommendations of the external TAP.

The mirror process would sit alongside the secretariat and be drawn from across ICO directorates to best reflect the needs of the wider ICO and make TAP resources more freely available. Those within the internal mirror would:

- work to help filter and format questions from their respective areas of the organisation to feed into the agenda assembled by the secretariat
- disseminate TAP insights to respective ICO departments/teams
- assess and provide feedback on the results of any actions resulting from TAP input
- consider what would have happened as a result of taking the opposing view of TAP recommendations/disregarding them

4. Establishing feedback loops for process improvement

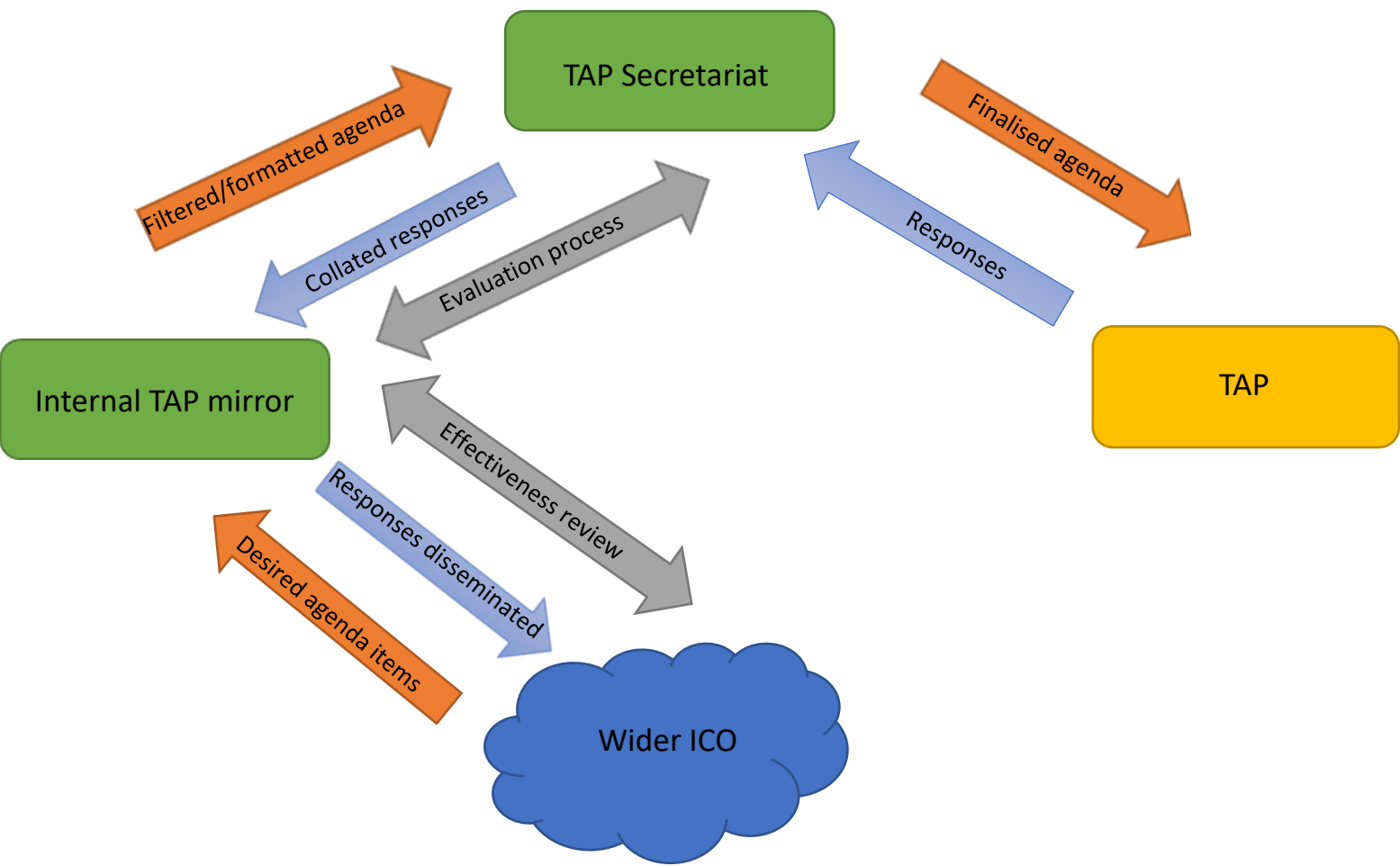
By understanding the impact of TAP insight and how useful it has been for the organisation in performing its regulatory duties, the ICO can baseline what an effective panel and process would look like moving forward. Building on this as a continuous process of evaluation will help the ICO derive maximum value from the TAP.

Impact Measurement

One of the key revisions to the TAP process is more scrutiny into what outputs are generated from the TAP, and how valuable/useful they are to the ICO. Have they provided the answers which the ICO has been seeking? Has TAP insight led to actionable change?

This measurement of impact would form one of the core functions of the TAP mirror. Having the mirror formed from members across ICO departments allows the mirror to properly assess impact from the perspective of those departments.

Visualisation



Terms of reference

Technology Advisory Panel

Created December 2021

The Technology Advisory Panel (TAP) consists of external technology experts from academia, industry and the third sector. It provides a forum for the ICO to obtain expert advice on topics at the cross-section of new and emerging technologies and the implications on the organisations it regulates, as well as the impacts on data subjects. The TAP aims to provide actionable expert advice to the ICO, which will support its statutory responsibilities, including policy and thought leadership.

1. Objectives

The objectives of the TAP are to:

1. Provide actionable expert advice to the ICO on new and emerging technologies and innovations via quarterly meetings, including insights on the its implications for organisations and data subjects.

2. Scope

Technology

The TAP will consider all new and emerging technologies and innovations to the extent that they have potential implications for the organisations and legislation that the ICO regulates and data subjects in the UK.

Advice

The ICO will produce and pose questions to TAP members on areas of work it is engaged in. These questions must aim to obtain advice from TAP members, rather than simply update the panel, or obtain critique or feedback. Advice from the TAP should aim to be actionable by the ICO.

3. Membership

The membership of the TAP will consist of technology experts from academia, industry and the third sector. A list of current TAP members is included in Annex A.

TAP members will generally not be allowed to delegate their position to someone else if they are unable to attend a meeting. Rare exceptions to this will be decided on a case-by-case basis.

TAP members will join for an initial two-year fixed period. At the end of their term, the ICO will review whether to extend the period.

The membership of the TAP will be reviewed at least annually to ensure that the ICO is obtaining strategic or tactical value from it (see Item 10 for further details).

TAP meetings will be chaired and organised by the ICO. Attendance of TAP meetings by the ICO will consist of a small core of Technology and Innovation personnel (see Annex A). Depending on the topics being discussed at the TAP, other ICO personnel may also attend to present or observe.

4. Recruitment of Members

TAP members will be appointed both on the basis of application to join, and from candidates the ICO solicits appointments from. TAP Secretariat will review applications and shortlist candidates to proactively pursue.

****Candidates will be compensated for their time and insight on a flat rate based on attendance**** - To be confirmed with HR following approval of TAP process.

5. Conduct of Meetings

The ICO Secretariats will prepare a draft agenda, having regard to previous items raised, and in consultation with colleagues at the ICO.

Agenda items may be submitted by any member of the ICO to the Secretariat no less than three weeks before each meeting and will be accepted at the discretion of the Secretariat.

Supporting papers for agenda items must be forward to the Secretariat not less than two weeks before the meeting. Supporting papers must include questions to be answered by TAP members. Questions must be framed to elicit advice. Papers and questions may be subject to edits in agreement with the author(s) and Secretariat.

The meeting agenda, supporting papers and questions will be forwarded to TAP members and core ICO personnel not less than five working days before the meeting. TAP members should prepare answers to the questions prior to the meeting and come ready for in-depth discussion.

The ICO may invite non-core members to attend its meetings to present on the papers, or as observers, as it considered necessary and as coordinated by the ICO Secretariats.

During the meeting, the paper author(s) will provide a brief overview of the topic they are bringing to the TAP and the questions they want to ask. The purpose of the discussion is to seek TAP advice and these overviews should not exceed two minutes and certainly not more than five.

Draft minutes and details of advice provide by TAP members will be the responsibility of the Secretariat and will be circulated to meeting attendees within 10 working days of the meeting.

6. Chair

The ICO's Executive Director of Regulatory Futures and Innovation will chair meetings. The chair may nominate a deputy chair in the event of their unavailability.

7. Frequency of meeting

The TAP will meet at least once a quarter and as required. The Secretariat will schedule any additional meetings.

8. Notice of Meetings

Notice of each meeting confirming the venue, time, and date will be agreed in advance and at a minimum of two months before. The Secretariat will be responsible for organising the meetings.

9. Approval, review and variation of Terms of Reference

The TAP terms of reference will be reviewed, updated as required and approved by the Chair and TAP members at annually. With the exception of updates to TAP members and core ICO personnel listed in Annex A which may be made by the Secretariat, in agreement with the Chair, as required and do not require review and approval by TAP members.

10. TAP Internal Mirror

The ICO will conduct reviews of TAP insights, their use and applicability via an internally staffed panel with members selected from across the organisation.

The aim of the TAP Mirror is to assess whether the ICO is receiving value from TAP (which may inform possible contract extension) and establish how to frame questions and potential lines of action.

Annex A

Current Technology Advisory Panel members

Luciano Floridi

Emiliano De Cristofaro

Reuben Binns

Sue Daly

Miranda Sharpe

Hera Hussein

Rachel Coldicutt

Alexandra Smythe

ICO core attendees

Stephen Bonner – Chair

Jenny Vega-Destello

Stephen Almond

Ali Shah

Adam Ingle

Sophia Ignatidou

Alistar Pearson – co-secretariat

John Best – co-secretariat

Andrew Long – co-secretariat

DRAFT

From: [John Best](#)
To: [Adam Ingle](#); [Alister Pearson](#)
Subject: FW: T&I Programme Board Paper TAP 2.0 and revised ToR
Date: 17 January 2022 12:38:24
Attachments: [Technology Advisory Panel 2.0 Terms of Reference 20220110 \(003\).docx](#)
[T&I Programme Board Paper TAP 2.0.docx](#)
[image001.jpg](#)

I'll drop these in teams too just in case

Thanks,



John Best
Senior Policy Officer - Foresight

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 313 1861 F. 01625 524510 ico.org.uk
twitter.com/iconews

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Terms of reference

Technology Advisory Panel

Created December 2021

The Technology Advisory Panel (TAP) consists of external technology experts from academia, industry and the third sector. It provides a forum for the ICO to obtain expert advice on topics at the cross-section of new and emerging technologies and the implications on the organisations it regulates, as well as the impacts on data subjects. The TAP aims to provide actionable expert advice to the ICO, which will support its statutory responsibilities, including policy and thought leadership.

1. Objectives

The objectives of the TAP are to:

1. Provide actionable expert advice to the ICO on new and emerging technologies and innovations via quarterly meetings, including insights on the its implications for organisations and data subjects.
2. Commission output from panel members as required

2. Scope

Technology

The TAP will consider all new and emerging technologies and innovations to the extent that they have potential implications for the organisations and legislation that the ICO regulates and data subjects in the UK.

Advice

The ICO will produce and pose questions to TAP members on areas of work it is engaged in. These questions must aim to obtain advice from TAP members, rather than simply update the panel, or obtain critique or feedback. Advice from the TAP should aim to be actionable by the ICO.

Commissioned work

Where required, the panel/its members may be commissioned to create deeper, or more context-specific pieces of content based on ad-hoc requirements of the organisation

3. Membership

The membership of the TAP will consist of technology experts from academia, industry and the third sector. A list of current TAP members is included in Annex A.

TAP members will generally not be allowed to delegate their position to someone else if they are unable to attend a meeting. Rare exceptions to this will be decided on a case-by-case basis.

TAP members will join for an initial two-year fixed period. At the end of their term, the ICO will review whether to extend the period.

The membership of the TAP will be reviewed at least annually to ensure that the ICO is obtaining strategic or tactical value from it (see Item 10 for further details).

TAP meetings will be chaired and organised by the ICO. Attendance of TAP meetings by the ICO will consist of a small core of Technology and Innovation personnel (see Annex A). Depending on the topics being discussed at the TAP, other ICO personnel may also attend to present or observe.

4. Recruitment of Members

TAP members will be appointed both on the basis of application to join, and from candidates the ICO solicits appointments from. TAP Secretariat will review applications and shortlist candidates to proactively pursue. These recommendations will be passed to the Chair for final selection.

5. Conduct of Meetings

The ICO Secretariats will prepare a draft agenda, having regard to previous items raised, and in consultation with colleagues at the ICO.

Agenda items may be submitted by any member of the ICO to the Secretariat no less than three weeks before each meeting and will be accepted at the discretion of the Secretariat.


Supporting papers for agenda items must be forward to the Secretariat not less than two weeks before the meeting. Supporting papers must include questions to be answered by TAP members. Questions must be framed to elicit advice. Papers and questions may be subject to edits in agreement with the author(s) and Secretariat.

The meeting agenda, supporting papers and questions will be forwarded to TAP members and core ICO personnel not less than five working days before the meeting. TAP members should prepare answers to the questions prior to the meeting and come ready for in-depth discussion.

The ICO may invite non-core members to attend its meetings to present on the papers, or as observers, as it considered necessary and as coordinated by the ICO Secretariats.

During the meeting, the paper author(s) will provide a brief overview of the topic they are bringing to the TAP and the questions they want to ask. The purpose of the discussion is to seek TAP advice and these overviews should not exceed two minutes and certainly not more than five.

Draft minutes and details of advice provide by TAP members will be the responsibility of the Secretariat and will be circulated to meeting attendees within 10 working days of the meeting.

 Candidate compensation is under review to ensure fairness and compliance with our public sector obligations** - The final position is to be confirmed with HR following approval of TAP process.

6. Chair

The ICO's Executive Director of Regulatory Futures and Innovation will chair meetings. The chair may nominate a deputy chair in the event of their unavailability.

7. Frequency of meeting

The TAP will meet at least once a quarter and as required. The Secretariat will schedule any additional meetings.

8. Notice of Meetings

Notice of each meeting confirming the venue, time, and date will be agreed in advance and at a minimum of two months before. The Secretariat will be responsible for organising the meetings.

9. Approval, review and variation of Terms of Reference

The TAP terms of reference will be reviewed, updated as required and approved by the Chair and TAP members annually. Changes to core ICO personnel listed in Annex A may be made by the Secretariat, in agreement with the Chair.

10. TAP Internal Mirror

The ICO will conduct reviews of TAP insights, their use and applicability via an internally staffed panel with members selected from areas of most impact across the organisation. One of the first tasks would therefore be to assess which areas of the ICO have needs best suited to be addressed by the TAP, or where that is aligned with priorities.

The aim of the TAP Mirror is to assess whether the ICO is receiving value from TAP (which may inform possible contract extension) and establish how to frame questions and potential lines of action.

Annex A

Current Technology Advisory Panel members

Luciano Floridi

Emiliano De Cristofaro

Reuben Binns

Sue Daly

Miranda Sharpe

Hera Hussein

Rachel Coldicutt

Alexandra Smythe

ICO core attendees

Stephen Bonner – Chair

Jenny Vega-Destello

Stephen Almond

Ali Shah

Adam Ingle

Sophia Ignatidou

Alister Pearson – co-secretariat

John Best – co-secretariat

Andrew Long – co-secretariat

DRAFT

Technology and Innovation Programme Board

Technology Advisory Panel refresh 2022 (13/01/2022)

Recommendations

- Expand the TAP to incorporate new appointment mechanisms and internal feedback and review process.
- Approve new Terms of Reference.

Purpose of paper

This paper sets out proposed changes to the current use and composition of the TAP. Reforming the TAP and incorporating members the ICO has proactively sought (in addition to those appointed through the current process) will allow the ICO to leverage expert knowledge in key and priority areas of work.

Background

The Technology Advisory Panel (TAP) is an assembly of subject matter experts used to derive insight on issues of relevance to the ICO.

TAP membership is currently on the basis of appointment from applicants. Applicants are chosen from academia, industry and the third sector. Panel membership is on a 2-year tenure, with the possibility of subsequent renewal. Some panel members are compensated for their time. The list of current panel members is included in [annex XX].

TAP 2.0

The TAP ensures the ICO can access specialist knowledge beyond its core competencies from industry, academia and the third sector. A number of changes are proposed in order to build on the insight the ICO has previously benefitted from.

1. Revised membership processes
2. Integration as a Foresight input
3. An internal review and feedback "mirror" process

1. Membership selection and compensation

Suggested changes to the membership selection process are twofold:

- (1) standardise compensation across membership, and
- (2) add a “headhunting” process to allow the ICO select best-fit expert views on areas of particular interest to the ICO.

In order to ensure areas of current and future work are covered in a comprehensive way, we propose the ICO be more proactive in seeking out panel members. This would be done by seeking internal views on areas of organisational need (as part of the review process described subsequently), assembling a shortlist of experts within those areas, and approaching them directly. We would envision the ICO using existing engagement and contacts to inform whom would be a good fit for shortlisting.

By focusing on selected candidates whose expertise match the ICO’s core priorities for the two year tenure, applicants sourced from the current system can be used to fill gaps and highlight potential avenues for future work and ensure a degree of flexibility.

Pending confirmation from HR and Finance that this would be consistent with our public-sector obligations, details of compensation would be added to the TAP Terms of Reference (included as [annex XX]).

2. Integration as a Foresight input

Since the role of the TAP is to give expert input on technology and innovation, it is proposed that the views of panel members are used as an input to Foresight’s horizon-scanning process as a trusted source.

Additionally, where there are technology or innovation-specific questions which the panel might have available insight for, Foresight will be more able to leverage those with structured questioning.

To these ends, some focus will be given to prospective new innovations which might fall within Foresight’s remit as required.

3. An internal “mirror” process

In order to ensure that the ICO and the public purse are receiving the best possible value from the TAP, it is proposed that an internal group be created to assess the inputs to, the outputs of, and the results of any subsequent actions arising from the recommendations of the external TAP.

Members of the mirror process would be drawn from across the ICO to best reflect the needs of the wider organisation and make TAP resources more freely available. Having the mirror formed from members across ICO departments allows the mirror to properly assess impact from the perspective of those departments. Those within the internal mirror would:

- work to help filter and format questions to feed into the agenda assembled by the secretariat
- disseminate TAP insights to respective ICO departments/teams
- assess and provide feedback on the results of any actions resulting from TAP input to the mirror/secretariat

By understanding the impact of TAP insight and how useful it has been for the organisation in performing its regulatory duties, the ICO can baseline what an effective panel and process would look like moving forward. Have they provided the answers which the ICO has been seeking? Has TAP insight led to actionable change? Building on this as a continuous process of evaluation will help the ICO derive maximum value from the TAP.

4. Next steps

The revised compensation proposal for members is under review from finance and Human Resources.

Following approval of the revised TAP 2.0 and revised Terms of Reference by the T&I board, the proposal will be referred to Regulatory Delivery.

From: [John Best](#)
To: [Melanie Alcock](#)
Cc: [Adam Ingle](#); [Alister Pearson](#)
Subject: T&I board TAP 2.0 paper
Date: 18 January 2022 14:10:05
Attachments: [Technology Advisory Panel 2.0 Terms of Reference.docx](#)
[TI Programme Board Paper TAP 2.0.docx](#)
[image001.jpg](#)

Hi,

Please find attached TAP 2.0 proposal paper for the board as well as revised terms of reference including current membership list annex.

Thanks,



John Best
Senior Policy Officer - Foresight

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 313 1861 F. 01625 524510 ico.org.uk
twitter.com/iconews

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Technology and Innovation Programme Board

Technology Advisory Panel refresh 2022 (25/01/2022)

Recommendations:

We recommend the Board:

- reform the Technology Advisory Panel (TAP) to incorporate new appointment mechanisms and update the process for internal feedback and review, and
- approve the new Terms of Reference (**Annex A**).

Purpose of paper

This paper sets out proposed changes to the current use and composition of the TAP. These changes will allow the ICO to better leverage expert knowledge in priority areas by tailoring appointments, establishing a process for remuneration and commissions as well as improving panel governance.

Background

The TAP is an assembly of subject matter experts that meets quarterly to consider questions sourced from T&I Directorate on priority issues. Over a two-hour session the panel offers opinions on these issues which, where relevant, are fed back to relevant ICO teams.

TAP members are currently appointed from direct applications to the ICO. Applicants are chosen from academia, industry and the third sector. Panel membership is a 2-year tenure, with the possibility of subsequent renewal. Some (but not all) panel members are compensated for their time.

Current external membership is as follows:

Member	Role
Luciano Floridi	Professor of Philosophy and Ethics of Information and Director of the Digital Ethics Lab at the University of Oxford)
Emiliano De Cristofaro	Professor of Security and Privacy Enhancing Technology, University College London
Sue Daly	Director of Technology and Innovation, techUK
Miranda Sharpe	Founder of Metis Digital
Hera Hussein	Founder of Chayn
Rachel Coldicutt	Director of Careful Industries
Alexandra Smyth	Senior Policy Advisor, Royal Academy of Sciences
Reuben Binns	Associate Professor of Human Centred Computing, University of Oxford

Reforming the TAP

The TAP allows the ICO to access specialist knowledge beyond its core competencies. While many of the TAP's insights in the two years since its conception have been valuable, there remain challenges to maximising the benefit to the ICO, namely:

- the **conduct of meetings remains relatively unstructured**, questions put to the TAP can sometimes be too broad, numerous or tangential to elicit meaningful responses from members and often serve to update the TAP on ICO activity rather than receive their feedback
- **panellists may not prepare for sessions**, providing general answers based on background knowledge rather than organising their thoughts or feedback in response to the questions asked
- **membership does not reflect some key issues** and is overly concentrated in some fields
- inconsistent reimbursement of panellists and a lack of clarity in remuneration policy makes it **difficult to commission work from members** or ask them to consider questions out-of-session
- **internal buy-in to the TAP is minimal** and largely isolated to the T&I Directorate, limiting the value of the panel to the wider organisation, and
- it is often not clear how feedback from the TAP has been acted upon making it **hard to trace the value of their advice**.

To address these challenges, two broad changes have been proposed:

- Revised membership processes, and
- Reforms to TAP governance and the conduct of panel meetings

Membership selection and compensation

Suggested changes to the membership selection process are twofold:

1. standardise compensation across membership, and
2. add a “headhunting” process to allow the ICO to appoint best-fit experts in areas of particular interest to the ICO.

Currently, industry-appointed TAP members do not receive compensation to attend panel meetings whilst, in some cases, academic members are reimbursed for their time. We propose that this inconsistency be addressed and **pay be standardised** across the TAP for attendance and for any time spent out-of-session on commissioned work. We believe standardised pay will allow the ICO to expect more preparation and input from TAP members and generate more value from panel sessions.

Exceptions to this policy may be needed where payment could create a conflict of interest between the panellist and ICO’s public obligations and the risk of those conflicts will be considered as needed.

In order to ensure areas of current and future work are covered in a comprehensive way, we propose the ICO be **more proactive in seeking out panel members**. This would be done by:

1. seeking internal views on areas of organisational need (as part of the review process described below),
2. assembling a shortlist of experts within those areas for approval by the Chair (Executive Director of Regulatory Futures and Innovation), and
3. the Secretariat (or a known ICO contact if available) approaching these experts them directly.

We envision the ICO using existing engagement and contacts to inform whom would be a good fit for shortlisting.

Pending confirmation from HR and Finance that these arrangements would be consistent with our public-sector obligations and any conflict-of-interest concerns (as well as where budget would be allocated from), details of compensation, rate of pay and appointment will be added to the TAP Terms of Reference at **Annex A**.

New governance structures

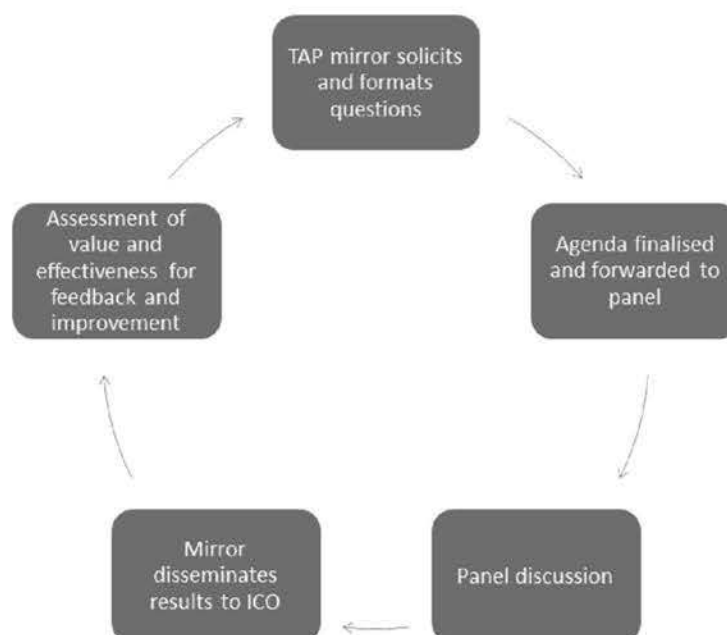
In order to ensure that the ICO and the public purse are receiving the best possible value from the TAP, it is proposed that an internal group be created to assess the inputs to and the value of TAP sessions and greater structure be added to the lead-up, holding and aftermath of TAP sessions. The process of these proposed changes is included in the Terms of Reference at **Annex A** and outlined below.

Members of the internal group would be drawn from across the ICO to best reflect the needs of the wider organisation and make TAP resources more freely available. For instance, we envisage making the TAP open to staff in Regulatory Futures, High-Priority Investigations and some supervisory functions (i.e. audit teams where current projects suggest need). Pending approval of this model, the Secretariat will approach the rest of the organisation to gauge interest.

Those within the internal mirror would:

- work to help filter and format questions to feed into the agenda assembled by the secretariat
- disseminate TAP insights to respective ICO departments/teams, and
- assess and provide feedback on the results of any actions resulting from TAP input to the mirror/secretariat

By understanding the impact of TAP insights and how useful it has been for the organisation in performing its regulatory duties, the ICO can baseline what an effective panel and process would look like moving forward. This process should yield answers to key questions like 'has the panel provided the answers which the ICO has been seeking?' and 'has TAP insight led to actionable change?'



Next steps

The revised compensation proposal for members is under review from finance and Human Resources.

Following approval of the revised TAP 2.0 and revised Terms of Reference by the T&I board, the proposal will be referred to Regulatory Delivery Board for final approval. The proposal will then be put before the April meeting of the TAP for views.

Terms of reference

Technology Advisory Panel

(v1 12/21)

The Technology Advisory Panel (TAP) consists of external technology experts from academia, industry and the third sector. It provides a forum for the ICO to obtain expert advice on topics at the cross-section of new and emerging technologies and the implications on the organisations it regulates, as well as the impacts on data subjects. The TAP aims to provide actionable expert advice to the ICO, which will support its statutory responsibilities, including policy and thought leadership.

1. Objectives

The objectives of the TAP are to:

1. Provide actionable expert advice to the ICO on new and emerging technologies and innovation via quarterly meetings, including insights on their implications for organisations and data subjects.
2. Commission output from panel members as required.

2. Scope

Technology

The TAP will consider all new and emerging technologies and innovations to the extent that they have potential implications for the organisations and legislation that the ICO regulates and data subjects in the UK.

Advice

The ICO will put questions to TAP members on areas of work it is engaged in. These questions must aim to obtain advice from TAP members, rather than simply update the panel, or obtain critique or feedback. Advice from the TAP should aim to be actionable by the ICO.

Commissioned work

Where required, the panel/its members may be commissioned to create deeper, or more context-specific pieces of content based on ad-hoc requirements of the organisation.

3. Membership

The membership of the TAP will consist of technology experts from academia, industry and the third sector. A list of current TAP members is included in Annex A.

TAP members will generally not be allowed to delegate their position to someone else if they are unable to attend a meeting. Rare exceptions to this will be decided on a case-by-case basis.

TAP members will join for an initial two-year fixed period, supported by contract. At the end of their term, the ICO will review whether to extend the period.

The membership of the TAP will be reviewed at least annually to ensure that the ICO is obtaining strategic or tactical value from it (see Item 10 for further details). If TAP membership is determined not to be fit for purpose, appointment terms may be varied at the request of the ICO or the member in question.

TAP meetings will be led by the Chair (Executive Director of Regulatory Futures and Innovation) and organised by the ICO. Attendance of TAP meetings by the ICO will consist of a small core of Technology and Innovation personnel (see Annex A). Depending on the topics being discussed at the TAP, other ICO personnel may also attend to present or observe.

4. Recruitment of Members

TAP members will be appointed both on the basis of application to join, and from candidates the ICO solicits appointments from. The TAP Secretariat will review applications and shortlist candidates to proactively pursue. These recommendations will be passed to the Chair for final selection.

5. Conduct of Meetings

The ICO Secretariats will prepare a draft agenda, having regard to previous items raised, and in consultation with colleagues at the ICO.

Agenda items may be submitted by any member of the ICO to the Secretariat no less than three weeks before each meeting and will be accepted at the discretion of the Secretariat.

Supporting papers for agenda items must be forward to the Secretariat not less than two weeks before the meeting. Supporting papers must include questions to be answered by TAP members. Questions must be framed to elicit advice. Papers and questions may be subject to edits in agreement with the author(s) and Secretariat.

The meeting agenda, supporting papers and questions will be forwarded to TAP members and core ICO personnel not less than five working days before the meeting. TAP members should prepare answers to the questions prior to the meeting and come ready for in-depth discussion.

The ICO may invite non-core members to attend its meetings to present on the papers, or as observers, as it considered necessary and as coordinated by the ICO Secretariats.

During the meeting, the paper author(s) will provide a brief overview of the topic they are bringing to the TAP and the questions they want to ask. The purpose of the discussion is to seek TAP advice and these overviews should not exceed two minutes and certainly not more than five.

Draft minutes and details of advice provide by TAP members will be the responsibility of the Secretariat and will be circulated to meeting attendees within 10 working days of the meeting.

****Candidate compensation is under review to ensure fairness and compliance with our public sector obligations**** - The final position is to be confirmed with HR following approval of TAP process.

6. Chair

The ICO's Executive Director of Regulatory Futures and Innovation will chair meetings. The chair may nominate a deputy chair in the event of their unavailability.

7. Frequency of meeting

The TAP will meet at least once a quarter and as required. The Secretariat will schedule any additional meetings.

8. Notice of Meetings

Notice of each meeting confirming the venue, time, and date will be agreed in advance and at a minimum of two months before. The Secretariat will be responsible for organising the meetings.

9. Approval, review and variation of Terms of Reference

The TAP terms of reference will be reviewed, updated as required and approved by the Chair and TAP members annually. Changes to core ICO personnel listed in Annex A may be made by the Secretariat, in agreement with the Chair.

10. TAP Internal Mirror

The ICO will conduct reviews of TAP insights, their use and applicability via an internally staffed panel with members selected from areas of most impact across the organisation.

The aim of the TAP Mirror is to assess whether the ICO is receiving value from TAP (which may inform possible contract extension) and establish how to frame questions and potential lines of action.

Annex A – TAP members and ICO attendees

(To update as membership changes)

Current Technology Advisory Panel members

Luciano Floridi

Emiliano De Cristofaro

Reuben Binns

Sue Daly

Miranda Sharpe

Hera Hussein

Rachel Coldicutt

Alexandra Smythe

ICO core attendees

Stephen Bonner – Chair

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Ali Shah

Adam Ingle

Sophia Ignatidou

Alister Pearson – co-secretariat

John Best – co-secretariat

Andrew Long – co-secretariat

From: [Adam Ingle](#)
To: [John Best](#); [Alister Pearson](#)
Subject: FW: PAPERS: T&I Programme Board Tuesday 22 March 14.00pm
Date: 18 March 2022 12:02:13
Attachments: [image001.jpg](#)
[Paper E - TAP, revised model March 2022.pdf](#)
[Technology Advisory Panel 2.0 Terms of Reference.pdf](#)
[Attachment 1 - TAP Engagement Agreement - Template.pdf](#)

FYI



Adam Ingle

Group Manager (Foresight Team)
Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
T. 03304146406 F. 01625 524510 ico.org.uk twitter.com/iconews

For information about what we do with personal data see our [privacy notice](#)

From: Adam Ingle

Sent: 18 March 2022 12:01

To: [Melanie Alcock](mailto:Melanie.Alcock@ico.org.uk) <Melanie.Alcock@ico.org.uk>; [Stephen Almond](mailto:Stephen.Almond@ico.org.uk) <Stephen.Almond@ico.org.uk>; [Stephen Bonner](mailto:Stephen.Bonner@ico.org.uk) <Stephen.Bonner@ico.org.uk>; [Lynne Currie](mailto:Lynne.Currie@ico.org.uk) <Lynne.Currie@ico.org.uk>; [Jack Harvey](mailto:Jack.Harvey@ico.org.uk) <Jack.Harvey@ico.org.uk>; [Paula Hothersall](mailto:Paula.Hothersall@ico.org.uk) <Paula.Hothersall@ico.org.uk>; [Peter Brown](mailto:Peter.Brown@ico.org.uk) <Peter.Brown@ico.org.uk>; [Cath White](mailto:Cath.White@ico.org.uk) <catherine.white@ico.org.uk>; [Sarah Meyers](mailto:Sarah.Meyers@ico.org.uk) <Sarah.Meyers@ico.org.uk>; [Richard Nevinson](mailto:Richard.Nevinson@ico.org.uk) <Richard.Nevinson@ico.org.uk>; [Ian Deasha](mailto:Ian.Deasha@ico.org.uk) <Ian.Deasha@ico.org.uk>

Cc: [Izy Jude](mailto:Isabel.Jude@ico.org.uk) <Isabel.Jude@ico.org.uk>; Private Office Regulatory Futures and Innovation <PrivateOfficeRegulatoryFuturesAndInnovation@ico.org.uk>

Subject: RE: PAPERS: T&I Programme Board Tuesday 22 March 14.00pm

Good afternoon all,

Ahead of Tuesday, please find attached the Terms of Reference and Engagement Agreement tied to Paper E – TAP Revised Model, circulated below.

Happy weekend!

Adam



Adam Ingle

Group Manager (Foresight Team)
Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
T. 03304146406 F. 01625 524510 ico.org.uk twitter.com/iconews

For information about what we do with personal data see our [privacy notice](#)

From: [Melanie Alcock](mailto:Melanie.Alcock@ico.org.uk) <Melanie.Alcock@ico.org.uk>

Sent: 16 March 2022 12:02

To: [Stephen Almond](mailto:Stephen.Almond@ico.org.uk) <Stephen.Almond@ico.org.uk>; [Stephen Bonner](mailto:Stephen.Bonner@ico.org.uk) <Stephen.Bonner@ico.org.uk>; [Lynne Currie](mailto:Lynne.Currie@ico.org.uk) <Lynne.Currie@ico.org.uk>; [Jack Harvey](mailto:Jack.Harvey@ico.org.uk)

<Jack.Harvey@ico.org.uk>; Paula Hothersall <Paula.Hothersall@ico.org.uk>; Peter Brown <Peter.Brown@ico.org.uk>; Cath White <Catherine.White@ico.org.uk>; Sarah Meyers <Sarah.Meyers@ico.org.uk>; Richard Nevinson <Richard.Nevinson@ico.org.uk>; Ian Deasha <Ian.Deasha@ico.org.uk>; Adam Ingle <Adam.Ingle@ico.org.uk>
Cc: Melanie Alcock <Melanie.Alcock@ico.org.uk>; Izy Jude <Isabel.Jude@ico.org.uk>; Private Office Regulatory Futures and Innovation <PrivateOfficeRegulatoryFuturesAndInnovation@ico.org.uk>

Subject: PAPERS: T&I Programme Board Tuesday 22 March 14.00pm

Hi Everyone

Please find attached the following papers for the March T&I Board meeting:

- Agenda
- Minutes February 2022
- Paper A - Board Report
- Paper B plus appendices A and B – Benefits Management
- *Paper C – Board Reporting 2022/23 (to follow)*
- Paper D – Innovation Stimulation
- Paper E – TAP revised model (*ToR to follow 17 March*)

Please take the opportunity to review content ahead of next Tuesdays meeting.

Thanks



Mel Alcock (she/her)

Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 0330 4146857 ico.org.uk twitter.com/iconews

Please consider the environment before printing this email

For information about what we do with personal data see our privacy notice

Please note my non-working day is Wednesday

Terms of reference

Technology Advisory Panel

(v1 3/22)

The Technology Advisory Panel (TAP) consists of external technology experts from academia, industry and the third sector. It provides a forum for the ICO to obtain expert advice on topics at the cross-section of new and emerging technologies and the implications on the organisations it regulates, as well as the impacts on data subjects. The TAP aims to provide actionable expert advice to the ICO, which will support its statutory responsibilities, including policy and thought leadership.

1. Objectives

The objectives of the TAP are to:

1. Provide actionable expert advice to the ICO on new and emerging technologies and innovation via quarterly meetings, including insights on their implications for organisations and data subjects.
2. Commission output from panel members as required.

2. Scope

Technology

The TAP will consider all new and emerging technologies and innovations to the extent that they have potential implications for the organisations and legislation that the ICO regulates and data subjects in the UK.

Advice

The ICO will put questions to TAP members on areas of work it is engaged in. These questions must aim to obtain advice from TAP members, rather than simply update the panel, or obtain critique or feedback. Advice from the TAP should aim to be actionable by the ICO.

Commissioned work

Where required, the panel/its members may be commissioned to create deeper, or more context-specific pieces of content based on ad-hoc requirements of the organisation. Further information on this process is at **section 6**.

3. Membership

The membership of the TAP will consist of technology experts from academia, industry and the third sector. A list of current TAP members is included in **Annex A**.

There are two types of TAP members; **core panellists** and panellists drawn from the **expert pool**.

The TAP will appoint 4-5 **core panellists** that hold expertise in priority issues for the relevant ICO business plan that corresponding financial year (e.g. digital ethics or unsupervised learning).

Core panellists will join for an initial one-year fixed period. These panellists will be invited to attend the four TAP sessions over the year of their contract. At the end of their term, the ICO will review whether to extend the period if agreed by the panel member.

There will also be an **expert pool** formed of candidates who hold knowledge in other areas relevant to ICO work. This pool may be drawn upon to provide advice on specific projects that come to the TAP outside of core panellist expertise or to supplement numbers where there are scheduling conflicts. Experts who join the pool will be asked to join for a two-year fixed period. It is not guaranteed that a member of the expert pool will be asked to provide advice over this two-year term.

Compensation of members will be at a rate consistent with the TAP Engagement Agreement at **Attachment 1**, standardised for members of the core panel and expert pool who attend the TAP session.

TAP members will generally not be allowed to delegate their position to someone else if they are unable to attend a meeting. Rare exceptions to this will be decided on a case-by-case basis.

TAP meetings will be led by the Chair (Executive Director of Regulatory Futures and Innovation) and organised by the ICO. Attendance of TAP meetings by the ICO will consist of a small core of Technology and Innovation personnel (see Annex A). Depending on the topics being discussed at the TAP, other ICO personnel may also attend to present or observe.

4. Recruitment of Members

Membership of the core panel and the expert pool will be filled by:

- Suitable candidates who have applied to join the TAP via the standing open call for memberships
- Experts who have been approached by the TAP Secretariat due to their knowledge of work relevant to the ICO.

The TAP Secretariat will conduct yearly reviews of applications to shortlist candidates. This review will also consider:

- priority topics in technology and innovation over the coming business year where advice is needed,
- knowledge gaps within the ICO that external expertise might address
- the suitability of any candidates who have applied to the open call to address these needs
- the suitability of external experts who have not applied and whether they are in a position to provide unique value to ICO work
- what knowledge gaps exist and if there are suitable experts the ICO should approach to meet these needs.

Recommendations will be passed to the Chair for final selection.

The ICO is committed to diverse representation on the TAP. This includes diversity among the institutions represented, diversity of member background and perspective. All these factors will be considered by the TAP Secretariat when forming recommendations for the Chair.

Candidates for the **expert pool** will be asked if they are available to provide expertise on an ad-hoc basis over a two-year period, consistent with the TAP Engagement Agreement at **Attachment 1**.

5. Conduct of Meetings

The ICO Secretariats will prepare a draft agenda, having regard to previous items raised, and in consultation with colleagues at the ICO. This includes colleagues outside of the Technology and Innovation Directorate and includes teams from Investigations, Intelligence and Regulatory Futures.

Agenda items may be submitted by any member of the ICO to the Secretariat no less than **six weeks** before each meeting and will be accepted at the discretion of the Secretariat. This additional time will allow the Secretariat to secure attendance by relevant members of the expert pool.

Supporting papers for agenda items must be forward to the Secretariat not less than **two weeks** before the meeting. Supporting papers must include questions to be answered by TAP members. Questions must be framed to elicit advice. Papers and questions may be subject to edits in agreement with the author(s) and Secretariat.

The meeting agenda, supporting papers and questions will be forwarded to TAP members and core ICO personnel not less than five working days before the meeting. TAP members should prepare answers to the questions prior to the meeting and come ready for in-depth discussion.

The ICO may invite non-core members of the ICO to attend its meetings to present on the papers, or as observers, as it considered necessary and as coordinated by the ICO Secretariats.

During the meeting, the paper author(s) will provide a brief overview of the topic they are bringing to the TAP and the questions they want to ask. The purpose of the discussion is to seek TAP advice and these overviews should not exceed two minutes and certainly not more than five.

Draft minutes and details of advice provide by TAP members will be the responsibility of the Secretariat and will be circulated to meeting attendees within 10 working days of the meeting.

As a general rule each panel session will aim to have 5 - 7 TAP members present.

6. Commissioned work

Both core panellists and members of the expert pool may be asked to complete additional work beyond their attendance at TAP sessions. This work will be

compensated in a manner consistent with the TAP Engagement Agreement at **Attachment 1**.

Requests for additional work will be coordinated by the TAP Secretariat and any request will be made to the most suitable available expert, noting the nature of their expertise and the content of the commission.

Documentation outlining the objectives, outputs and expected time for the project in question will be drawn up and agreed to by the TAP Secretariat and the relevant member.

7. Chair

The ICO's Executive Director of Regulatory Futures and Innovation will chair meetings. The chair may nominate a deputy chair in the event of their unavailability.

8. Frequency of meeting

The TAP will meet at least once a quarter and as required. The Secretariat will schedule any additional meetings.

9. Notice of Meetings

Notice of each meeting confirming the venue, time, and date will be agreed in advance and at a minimum of two months before. The Secretariat will be responsible for organising the meetings.

10. Approval, review and variation of Terms of Reference

The TAP terms of reference will be reviewed, updated as required and approved by the Chair and TAP members annually.

11. TAP Steering Group

The ICO will conduct reviews of TAP insights, their use and applicability via an internally staffed panel with members selected from areas of most impact across the organisation.

The aim of the TAP Steering Group is to assess whether the ICO is receiving value from TAP (which may inform possible contract extension) and establish how to frame questions and potential lines of action.

Annex A – TAP members and ICO attendees

(To update as membership changes)

Current Technology Advisory Panel members

Luciano Floridi

Emiliano De Cristofaro

Reuben Binns

Sue Daly

Miranda Sharpe

Hera Hussein

Rachel Coldicutt

Alexandra Smythe

ICO core attendees

Stephen Bonner – Chair

Jenny Vega-Destello

Stephen Almond

Ali Shah

Adam Ingle

Sophia Ignatidou

Alister Pearson – co-secretariat

John Best – co-secretariat

Andrew Long – co-secretariat

Private and confidential

Dear

Academic Expert Member of the ICO Technology Advisory Panel

I am writing to confirm that the Information Commissioner wishes to engage your support and advisory services as a [core member of / member of the expert pool for] the Information Commissioner's Office ('ICO') Technology Advisory Panel ('TAP') for a [One / Two] year term, with effect from **DATE**.

We are engaging the services of panel members to consider and advise the ICO of the impact of emerging technologies on privacy and information rights with particular focus on cyber security; artificial intelligence; big data and machine learning; and web and cross-device tracking. The general commitment asked for TAP members is to provide advice at regular TAP sessions hosted throughout the year.

There may be circumstances where you are requested to undertake other additional research on behalf of the ICO and the panel. If you agree to be commissioned for this work, further documentation will be provided outlining the objectives, outputs and timeframes of the commission.

This agreement is not a contract of employment, nor shall imply a contract of employment and does not confer any employment rights upon you. The ICO is not obliged to provide you with any requests for additional engagement or any work. It is entirely at the ICO's discretion whether they wish to offer any further work outside your core participation in the TAP, and you are at liberty to decline any such requests or any work from the ICO for any reason.

This agreement and any dispute or claim arising out of or in connection with it shall be governed by and construed in accordance with the law of England. By accepting this agreement you agree that the courts of England shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement.

It is anticipated that the TAP will meet four times a year, if additional meetings are required we will arrange this with TAP members as needed. As a [core member / member of the expert pool] your attendance at these sessions will be [requested / solicited as needed given the topics under consideration]. As a member of the expert pool whether your advice or contribution at TAP sessions is requested will depend entirely on the ICO priorities under consideration.

The terms of this agreement shall also apply to each and any additional package of work allocated to you. The fact that you have been offered work or offered work on more than one occasion shall not confer any legal rights on you. There will be no obligation on us to provide you with any work and no obligation for you to carry out any work that we may request from you.

It is also accepted and acknowledged that you may have academic and business interests other than those of the ICO. Nothing in this agreement shall prevent you from being engaged, concerned or having any financial interest in any capacity in any other business, trade, profession or occupation during any engagement for the ICO provided that it is not competing with or creating a conflict or potential conflict of interests with the work of the ICO. If at any point during your membership of the TAP you become aware of any potential conflicts of interest or competing interests, you must disclose these in writing to Stephen Bonner, Executive-Director of Regulatory Futures as soon as you become aware of them.

Fees

Fees shall be paid to you on the basis of a stipend of £200 per meeting you attend. The maximum amount that will be paid to you during your term shall not exceed £10,000, this figure includes panel attendance and commissioned work.

Any work allocated to you not connected to your attendance at a formal TAP session will be paid at a day rate of £400. As above, the total amount that you will be paid for any additional work and your role as a TAP member will not exceed £10,000 during your term.

Although you are not an employee of the ICO, payment of fees will be made to you via ICO payroll in compliance with the relevant tax and national insurance regulations.

You should submit claims for attendance at meetings and for any additional activity undertaken via Stephen Bonner, contact details for whom will be provided for you upon engagement. Your claims should detail the dates and times of activity and the nature of the work undertaken.

Enclosed is a declaration of interest form for completion. The ICO would be grateful if you could complete this and return to me at your soonest convenience.

Travel and subsistence

The ICO may arrange travel for you in the event it is more cost effective or convenient to do so, but is not obliged to do so. If you arrange your own travel you may claim the cost of travel back from the ICO and payment will be made to you via our Finance department. Any travel expenses claimed should be in accordance with the ICO expenses policy.

Confidentiality

All information acquired whilst engaged in activity on behalf of the ICO is confidential to the ICO. It must not be disclosed to third parties or used for any reason other than in the interests of the ICO, either during your engagement or later, without prior written clearance from the Commissioner.

You are not permitted, during or after the end of your membership of the TAP, to use or to disclose to anyone, any information of a confidential nature relating to the ICO or its employees. Confidential information shall include business information and intellectual property. It will also include any confidential information relating to the ICO that either you, any ICO staff or any TAP member creates, develops, receives or obtains during the term of your membership. This does not apply to any information that is or comes into the public domain other than through your unauthorised disclosure.

Should you be required to share any confidential information either during or after the term of your membership of TAP, then you must obtain prior written permission from the ICO.

This will not affect your ability to comply with any legal, professional or regulatory requirement you may have to disclose confidential information.

Your attention is drawn to s.132 of the Data Protection Act 2018. This clause states that a person acting as an agent of the Commissioner, must not disclose information which:

- (a) has been obtained by, or provided to, the Commissioner in the course of, or for the purposes of, the discharging of the Commissioner's functions;
- (b) relates to an identified or identifiable individual or business; and
- (c) is not available to the public from other sources at the time of the disclosure and has not previously been available to the public from other sources;

...unless the disclosure is made with lawful authority.

The Act makes it an offence to knowingly or recklessly disclose information in contravention of these requirements.

Any such breach will also be deemed to be a breach of this agreement and could result in termination of any engagement.

The ICO is subject to the government's transparency agenda, which means that we are required to publish details of our spending over £10,000. You acknowledge and agree that we may publish this letter and Appendix 1 for the purposes of complying with our obligations.

If the ICO provides you with equipment and/or access to ICO systems, then all documents, manuals, hardware and software provided for your use by the ICO, any data or documents (including copies) produced, maintained or stored on ICO computer systems or other electronic equipment (including mobile phones), remain the property of ICO and shall be returned to the ICO at the end of your membership of TAP, or at the request of the ICO during your period of membership.

Intellectual Property

The following definitions are used in this agreement:

Intellectual Property Rights or **IPRs** means copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions semi-conductor topography rights, trade marks, rights in internet domain names and website addresses and other rights in trade names, designs, know-how, trade secrets and any modifications, amendments, updates and new

releases of the same and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

Unless permission is granted elsewhere in this agreement you will retain all IPRs that are either your pre-existing IPR or developed during your term of membership but are not produced as a result of your TAP membership or any additional work that may be allocated to you by the ICO.

The ICO will retain its pre-existing IPR and intellectual property rights in all reports, materials and other documents produced in whole or in part by the TAP, subject to the requirements of the open government licence.

You are not permitted to use any ICO logos or trade marks on any products or services unless you have obtained our prior written consent.

Return of documents and IT equipment

All documents, manuals, hardware and software provided for your use by the ICO, and any data or documents (including copies) produced, maintained or stored on the ICO's computer systems or other electronic equipment (including mobile phones), remain the property of the ICO.

Any ICO property in your possession and any original or copy documents obtained by you in the course of your work for the ICO shall be returned to us at any time on request and in any event at the end of your membership of the TAP.

Freedom of Information

The ICO is subject to the requirements of the Freedom of Information Act 2000 ('FOIA') and the Environmental Impact Regulations 2004 ('EIR'). By accepting membership of TAP you agree to assist and co-operate with the ICO to enable us to comply with our FOIA and EIR information disclosure requirements.

Data Protection

The ICO will collect, hold and process information about you for legal, personnel, administrative, payroll and management purposes and will process any sensitive personal data (as defined in the Data Protection Act 2018) required to deal with matters relating to your health or otherwise required and as set out in its Privacy Notice.

You will be expected to comply with the Data Protection Act; the ICO's Privacy Notices and any of the ICO requirements in relation to Data Protection and disclosure of information.

For the purposes of any processing of personal data that may take place as a result of these arrangements, it is agreed that the ICO will be the data controller and you will be the data processor. Any such processing will take place in accordance with the terms set out in Schedules 1 and 2 of this letter.

Neither you nor the ICO may assign or transfer any obligations under this agreement without the prior written consent of the other.

I would be grateful if you could sign the enclosed second copy of this letter if you are content to accept the terms upon which this engagement is offered, along with the enclosed forms and a copy of your passport.

If you have any queries about this matter, please contact me by emailing Michael.collins@ico.org.uk

Yours sincerely

Michael Collins
Head of Human Resources and Facilities

TAP Member
Name:

Signed: _____

Date: _____

Schedule 1

Data Protection

1.1 Definitions

"ICO Personal Data" means Personal Data Processed by you on behalf of the ICO under or in connection with this agreement;

"Controller" shall have the meaning set out in the Data Protection Legislation;

"Data Protection Legislation" means all applicable data protection and privacy legislation, regulations and guidance including but not limited to Regulation (EU) 2016/679 (the "General Data Protection Regulation" or "GDPR"), the Law Enforcement Directive (Directive (EU) 2016/680), the Data Protection Act 2018, the Privacy and Electronic Communications (EC Directive) Regulations and any guidance or codes of practice issued by the European Data Protection Board or Information Commissioner from time to time (all as amended, updated or re-enacted from time to time);

"Data Subject" shall have the meaning set out in the Data Protection Legislation;

"Due Diligence" shall mean any due diligence undertaken by the ICO on your security and data processing systems;

"Personal Data" shall have the meaning set out in the Data Protection Legislation;

"Processing" shall have the meaning set out in the Data Protection Legislation (and "Process" and "Processed" shall be construed accordingly);

"Processor" shall have the meaning set out in the Data Protection Legislation;

"Regulators" means the Information Commissioner's Office and the European Data Protection Board or any successor body to either regulator from time to time and any other supervisory authority with jurisdiction over either party;

- 1.2 The ICO will collect and process information relating to the TAP in accordance with the privacy notice which is available at <https://ico.org.uk/global/privacy-notice/> as amended from time to time on the same basis as the ICO collects and processes information relating to the ICO's employees.
- 1.3 You acknowledge that the ICO is the Controller of the ICO Personal Data and you are the ICO's Processor. The details of the Processing carried out by you on behalf of the ICO are set out in Schedule 2 which forms part of this agreement.
- 1.4 You warrant and undertake to the ICO that you will, where required by the ICO assist the ICO on ensuring that any Due Diligence is accurate and will remain accurate for the duration of this agreement. You agree to vary this agreement to include the detail of any Due Diligence if required by the ICO. You will notify the ICO of any changes to your security or data processing activities which affect any answers given in respect of any Due Diligence. If the ICO reasonably believes that as a result of the change, the protection given to ICO Personal Data is decreased, you will make any changes reasonably required by the ICO, to make the security and processes no lower than the standards of the original Due Diligence.
- 1.5 You warrant and undertake to the ICO that:
 - 1.5.1 you will only Process ICO Personal Data in accordance with the instructions of the ICO which are set out in Schedule 2 of this agreement, or as provided in writing by the ICO to you from time to time;
 - 1.5.2 you will comply with your obligations under the Data Protection Legislation when Processing ICO Personal Data;
 - 1.5.3 you will assist and fully co-operate with the ICO as requested by the ICO from time to time to ensure the ICO's compliance with its obligations under the Data Protection Legislation which shall include, but not be limited to:
 - 1.5.3.1 completing and reviewing data protection impact assessments;
 - 1.5.3.2 implementing measures to mitigate against any data protection risks;
 - 1.5.3.3 implementing such technical and organisational measures to enable the ICO to respond to requests from Data Subjects

exercising their rights under the Data Protection Legislation which shall include but not be limited to:

1.5.3.3.1 providing ICO Personal Data and details of the processing of ICO Personal Data to the ICO in response to a subject access request; and

1.5.3.3.2 deleting and/or rectifying ICO Personal Data in response to a request on behalf of a Data Subject; and

1.5.3.4 assisting with any enquiries from Regulators.

1.6 You shall notify the ICO promptly (but in any event within 24 hours) should you:

1.6.1 receive notice of any complaint made to a Regulator or any finding by a Regulator in relation to its Processing of Personal Data, whether it is ICO Personal Data or otherwise;

1.6.2 be under a legal obligation to process the ICO Personal Data, other than under the instructions of the ICO. In which case you will inform the ICO of the legal obligation, unless the law prohibits such information being shared on important grounds of public interest;

1.6.3 receive any request on behalf of a Data Subject of the ICO Personal Data, exercising their rights under the Data Protection Legislation;

1.6.4 become aware that in following the instructions of the ICO, you will be breaching Data Protection Legislation; and/or

1.6.5 become aware of any circumstance which may cause you to breach this clause 1 or which may cause either party to breach the Data Protection Legislation.

1.7 You shall only transfer the any Personal Data Processed under this agreement outside the European Economic Area ("EEA") with the ICO's prior written consent.

1.8 When Processing ICO Personal Data under this agreement you shall take all necessary technical and organisational precautions and measures to preserve the confidentiality and integrity of ICO Personal Data and prevent any unlawful processing or disclosure taking into account the state of the art, the costs of implementation, the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights

and freedoms of the Data Subjects. These shall include, but not be limited to:

- 1.8.1 encrypting the ICO Personal Data stored on any mobile media or transmitted over public or wireless networks;
- 1.8.2 implementing and maintaining business continuity, disaster recovery and other relevant policies and procedures to ensure:
 - 1.8.2.1 the confidentiality, integrity, availability and resilience of processing systems and services; and
 - 1.8.2.2 the availability and access to ICO Personal Data in a timely manner in the event of a physical or technical incident;
- 1.8.3 ensuring that all employees and contractors who are involved in the Processing of ICO Personal Data are trained in the policies and procedures set out in this Schedule 1 and are under contractual or statutory obligations of confidentiality concerning ICO Personal Data;
- 1.8.4 pseudonymise the ICO Personal Data on request by the ICO;
(the "**Protective Measures**").
- 1.9 The Protective Measures shall be regularly tested by you to assess the effectiveness of the measures in ensuring the security, confidentiality, integrity, availability and resilience of the ICO Personal Data and you shall maintain records of the testing.
- 1.10 You shall maintain accurate written records of the Processing you undertake in connection with this agreement which shall contain at a minimum:
 - 1.10.1 your details, the ICO's details, the details of your data protection officer;
 - 1.10.2 the categories of Processing carried out on behalf of the ICO;
 - 1.10.3 the details of any transfers to any third countries, where applicable, and the safeguards in place for that transfer; and
 - 1.10.4 an accurate record of the Protective Measures you have in place.
- 1.11 You shall provide the records set out in clauses 1.8, 1.9 and 1.10 to the ICO or a Regulator on request.
- 1.12 You shall notify the ICO promptly (and in any event no later than 24 hours of discovery) if you become aware of any actual, suspected or threatened unauthorised exposure, access, disclosure, Processing, use, communication, deletion, revision, encryption, reproduction or transmission of any

component of the ICO Personal Data, unauthorised access or attempted access or apparent attempted access (physical or otherwise) to the ICO Personal Data or any loss of, damage to, corruption of or destruction of such Personal Data ("**Data Loss Event**").

1.13 The notification in clause 1.12 shall include:

1.13.1 the nature of the Data Loss Event, including the categories and approximate number of Data Subjects and records concerned; and

1.13.2 the remediation measures being taken to mitigate and contain the Data Loss Event.

1.14 In the event of a Data Loss Event, the ICO shall at its sole discretion determine whether to provide notification to the Data Subject, any third party or Regulator and you shall not notify the Data Subject, any third party or Regulator unless such disclosure by you is required by law or is otherwise approved by the ICO. The ICO shall approve all notifications to Data Subjects, third parties or Regulators which it determines are required or appropriate.

1.15 In the event of a Data Loss Event, you shall promptly provide all assistance as required by the ICO.

1.16 You shall not provide any third party with access to ICO Personal Data or sub-contract any of your obligations under this agreement without the prior written approval of the ICO.

1.17 Where authority has been granted by the ICO to you to engage any sub-contractor in accordance with clause 1.16, you shall:

1.17.1 undertake Due Diligence on any sub-contractor equivalent to the Due Diligence undertaken on you by the ICO under this agreement; and

1.17.2 put in place with any sub-contractor contractual data processing provisions equivalent to those in place between you and the ICO under this agreement.

1.18 You shall remain liable for the Processing activities of such sub-contractor.

1.19 You shall provide all necessary information and assistance to the ICO in order for the ICO to verify your compliance with your obligations under this agreement and the Data Protection Legislation including, without limitation:

1.19.1 allowing the ICO and its advisors to inspect and make copies of the records required under this clause 1; and

- 1.19.2 allowing access to your premises on reasonable notice and provide all reasonable assistance to the ICO to enable the ICO to audit your compliance with the Protective Measures.
- 1.20 Unless required by law, you shall, upon termination or expiry of the agreement for whatever reason, at the option of the ICO, either securely delete or return all ICO Personal Data to the ICO. If required by law to retain a copy, you shall inform the ICO what it is retaining and the legal reason why it needs to be retained.
- 1.21 The ICO may, at any time on not less than 30 working days' notice, revise this clause 1 by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to this agreement).
- 1.22 The parties agree to take account of any guidance issued by a Regulator. The ICO may on not less than 30 working days' notice to you amend this agreement to ensure that it complies with any guidance issued by a Regulator.
- 1.23 You shall indemnify and keep the ICO indemnified against any loss, damages, costs, expenses (including without limitation legal costs and expenses), claims or proceedings whatsoever or howsoever arising from your;
- 1.23.1 breach of this clause 1; and/or
- 1.23.2 unlawful or unauthorised Processing, destruction and/or damage to ICO Personal Data in connection with this agreement.

Schedule 2

DATA PROCESSING ACTIVITIES

1. PROCESSING

1.1 The details of the Processing taking place under this agreement are set out below:

Subject matter of the Processing	You shall Process Personal Data in completing the Services under this agreement.
Duration of the Processing	The Processing will only be undertaken at the instruction of the ICO during the term of this agreement.
Nature and purpose of the Processing	You may be instructed to collect, record, disclose to the ICO and delete the Personal Data for the purpose of enabling you to perform the Services under this agreement.
Types of Personal Data	You may be required to Process Personal Data relating to employees of the ICO and other TAP members, which may include Personal Data held by the ICO in relation to such employees or TAP members.
Categories of Data Subject Plan for return and destruction of the data once the processing is complete	Employees of the ICO. TAP members.
UNLESS requirement under union or member state law to preserve that type of data	You shall not keep Personal Data Processed on behalf of the ICO under this agreement any longer than is reasonably required by you and shall be returned or destroyed in accordance with the agreement.

Technology and Innovation Programme Board

Technology Advisory Panel – revised model (March 2022)

Recommendations:

We recommend the Board:

- agree to constitute new Technology Advisory Panel (TAP) consistent with the model outlined in **section 1**, and
- note the new Terms of Reference (attached).

Purpose of paper

This paper sets out proposed changes to the current use and composition of the TAP. These changes will allow the ICO to better leverage expert knowledge in priority areas by tailoring appointments, establishing a process for remuneration and commissions as well as improving panel governance.

1. A New Model

The TAP is a standing body with fixed membership over a 2 year term. There is a spread of experience among panellists who are drawn from academia, industry and the third sector and are experts in areas from AI, PETs to online safety (current membership of the TAP is outlined in **Annex B**).

This model is conducive to developing deeper relationships with TAP members and allows panellists to develop a standing knowledge of ICO activities but it has its limitations:

- **membership is overly concentrated in some fields** (e.g. AI) and does not represent the range of possible issues for which TAP advice would be valuable
- the contribution of panellists who do not have relevant expertise can be minimal with the result that, in some sessions, **certain members offer no substantive advice**
- panellists who might not be offering significant value to the ICO still have the **length of their term to run** before membership might be refreshed.
- where members are **absent** they cannot be replaced and discussion may suffer

To resolve these issues, its proposed the TAP move to a revised model of 5 **core members** with a 1 year term who are experts on priority issues supported by a **pool of pre-engaged experts**, 1-3 of which can be brought in to supplement core membership on relevant topics. The following table illustrates:

	No.	Expertise	Comments
Core Members	5	Applied AI and Data Science, Digital Ethics and regulation of emerging technology, PETs and information security design	1 year term with an option to renew
Expert Pool	1-3	Biometrics, cybersecurity, digital media, online safety, IP law, information and business strategy, human-centric design, behavioural analysis, health data, specialised AI, strategic foresight and relevant issues in technology policy	Drawn from a wider pool of approx. 20 experts who agree to be engaged on an ad-hoc basis over a 2 year term.

This approach has a number of benefits:

- it allows us to engage the **relevant expertise on a project basis** making the TAP a significantly more flexible advisory body
- the pool can be **expanded or contracted** on an iterative basis as new issues are encountered or dropped
- **consistent advice** on priority matters is provided by core members
- the ICO benefits from a **wider academic network** that can be leveraged for other projects and / or future core membership of the TAP

Of course there will be significant resource costs in approaching candidates, securing their agreement to form part of the pool and preparing them for TAP sessions. Further, additional preparation will be needed to arrange TAP topics far ahead of time so the attendance of relevant experts can be settled. However, the Secretariat is resourced to address these needs.

2. New Membership and Expertise

With the exception of Miranda Sharpe and Reuben Binns, the terms of other panellist are due to expire in May/June this year, making the next TAP (due April) their last engagement. Regardless of the TAP model adopted, this leaves a gap of several members for the Q2/3 meeting of the panel.

To determine which areas of expertise would be most valuable in a newly constituted TAP, we conducted a scan across the T&I Directorate, Regulatory Futures, High-Priority Investigations and Intelligence and assessed the expected knowledge requirements of the 2022-23 business plan. The following areas were isolated, ranked from 1st to 3rd tier:

1st Tier Knowledge

- Applied AI and Machine Learning
- Privacy Enhancing Technology
- Anonymisation

2nd Tier Knowledge

- Human-Centred Design
- Biometrics
- Digital Media
- IoT

3rd Tier Knowledge

- Strategic foresight
- Data governance
- Health data
- Consumer attitudes / market research

- Legal and digital ethics
- Regulation of emerging technologies
- E2EE
- Cloud Computing
- Online Safety
- Cybersecurity
- AR/VR
- Digital surveillance

On the basis of these findings, we recommend the TAP being re-constituted with candidates who hold 1st tier expertise. If the revised model is agreed to, we recommend that the core panel hold 1st tier knowledge supplemented by an expert pool possessing 2nd and 3rd tier knowledge.

Possible candidates for a core panel and expert pool are proposed in **Annex A**. Miranda and Reuben have an additional year on their terms, so would feature on either a reconstituted TAP based on the existing model or on any core panel in the revised model. Considerations will need to be taken into account to ensure adequate representation and diverse views.

3. Terms of Reference

A terms of reference (ToR) for the TAP is attached. This ToR contains standardised conditions and processes for any TAP member and clauses that account for the proposed expert pool. Key elements include:

- Revised pay for £200 per meeting for *all* TAP members. This is down from £400 for specific panellists and is expected to cost the ICO roughly the same per TAP session.
- A process for commissioning and allocating work outside of TAP sessions to all members, compensated at a maximum of £10,000 per member and at a day rate of £400. This is consistent with past approaches.
- A transparent and open process for recruiting TAP members, including engaging those in the proposed expert pool.
- A revised term of engagement of 1 year, down from 2 years.
- A process to better prepare agendas and implement TAP advice.

We recommend the board approve the ToRs.

4. Next Steps

Following approval of the revised TAP and ToR the proposal will be referred to the next suitable Regulatory Delivery Board for final approval. If the board approves, initial approaches for TAP membership (core team and expert pool) can be made to candidates identified in Annex A in preparation for the next panel.

Annex A – Proposed Membership

Proposed Core Panel (possible candidates for 5 recommended roles)

Name	Role	Place of Work	Expertise
<u>Reuben Binns</u>	Associate Professor of Human Centred Computing	Oxford University	AI/ML and data protection
<u>Miranda Sharpe</u>	Founder	Metis Digital	Big Data and Business Innovation

Possible Expert Pool

Name	Position	Institution	Expertise



Annex B – Current TAP membership

Member	Role
Luciano Floridi	Professor of Philosophy and Ethics of Information and Director of the Digital Ethics Lab at the University of Oxford)
Emiliano De Cristofaro	Professor of Security and Privacy Enhancing Technology, University College London
Sue Daly	Director of Technology and Innovation, techUK
Miranda Sharpe	Founder of Metis Digital
Hera Hussein	Founder of Chayn
Rachel Coldicutt	Director of Careful Industries
Alexandra Smyth	Senior Policy Advisor, Royal Academy of Sciences
Reuben Binns	Associate Professor of Human Centred Computing, University of Oxford

From: [Adam Ingle](#)
To: [Mark Greenwood](#); [Michael Collins](#); [Anya Burgess](#)
Cc: [John Best](#); [Alister Pearson](#)
Subject: RE: Technology Advisory Panel
Date: 28 April 2022 10:39:50
Attachments: [image002.jpg](#)
[image003.jpg](#)
[TAP 2.0 Model.pptx](#)

Hi Mark and Michael,

Hope you're keeping well.

I just wanted to update you on where our thinking is regarding the Technology Advisory Panel (TAP) – thanks for your advice so far. We've received endorsement of our revised model from Stephen Almond.

I just wanted to set it out on a one-page (attached) so you can see it played out simply and come back with any red flags. As discussed, its compromised of two key innovations:

- A **core TAP team** of 4-5 that would persist under the same arrangements as the current TAP. Engaged via contract on a quasi-employed basis (as I understand is the current basis) and remunerated to a total of £10,000 for their term, inc. £400 per TAP session and the cost of any commissioned work. Terms to cover 2 years.
- **An expert pool**, engaged on an ad-hoc basis to supplement the TAP and undertake specialist commissioned work (engaged via a standard consultancy contract to the tune of <£5,000 over the term, inc. £400 per TAP session and the cost of any commissioned work). We understand this would be consistent with the policy for direct procurements. Terms to cover 2 years or engaged on a singular basis.

The chief vehicle of attracting and selecting candidates for *both* the core team and the expert pool would be via a standing open call. While this call would be ongoing we'd seek to 'launch' it via an international campaign asking for applications from leading experts world wide and would work with HR and Comms to deliver this ([@Anya Burgess](#) flagging this for us to discuss in due course). This would ensure we meet standards of openness and transparency. Direct approaches would still be undertaken to acquire requisite specialist skills if needed.

Grateful for any feedback by **Tuesday 3 May**. Next step is to secure full endorsement from Stephen Bonner and then commence the roll-out.

Best,

Adam



Adam Ingle

Group Manager (Foresight Team)
Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
T. 03304146406 F. 01625 524510 ico.org.uk twitter.com/iconews

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From: John Best <John.Best@ico.org.uk>
Sent: 01 April 2022 12:29
To: Mark Greenwood <Mark.Greenwood@ico.org.uk>
Cc: Adam Ingle <Adam.Ingle@ico.org.uk>
Subject: Technology Advisory Panel

Hi,

We're in the process of revamping the Technology Advisory Panel (the panel of external subject experts consulted on tech issues), including how much panel members are compensated for their time. Part of this is a change to a core membership of about 5 members, then a pool of others who might be brought in for specific issues. Having spoken to HR yesterday, they suggested that having these floating members might be best handled through a procurement process, rather than having them on the books in the same way the permanent members are. They suggested speaking to you to flesh that out. Would it be possible to grab some time next week to go through it?

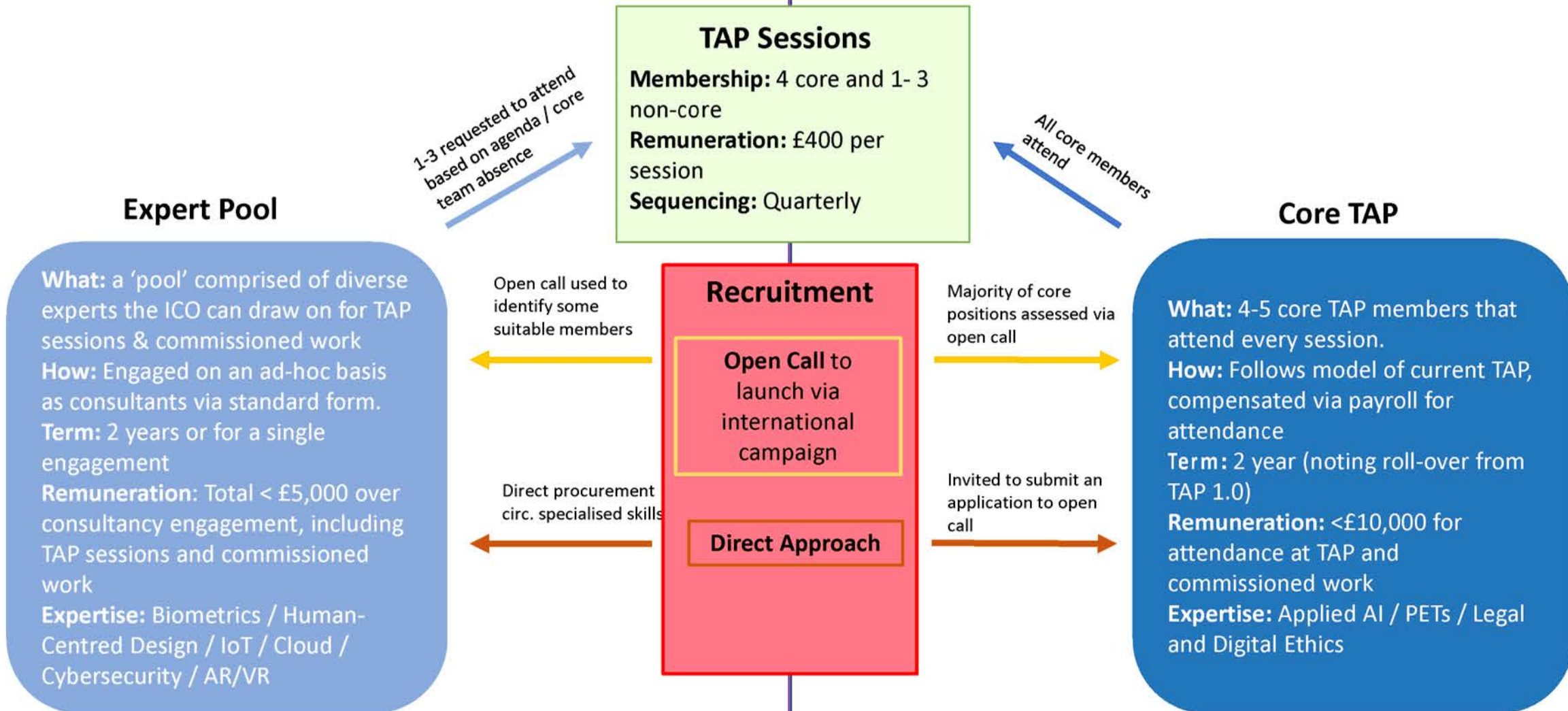
Thanks,



John Best
Senior Policy Officer - Foresight

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 313 1861 F. 01625 524510 ico.org.uk
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TAP Sessions
Membership: 4 core and 1- 3 non-core
Remuneration: £400 per session
Sequencing: Quarterly

1-3 requested to attend based on agenda / core team absence

All core members attend

Expert Pool

What: a 'pool' comprised of diverse experts the ICO can draw on for TAP sessions & commissioned work
How: Engaged on an ad-hoc basis as consultants via standard form.
Term: 2 years or for a single engagement
Remuneration: Total < £5,000 over consultancy engagement, including TAP sessions and commissioned work
Expertise: Biometrics / Human-Centred Design / IoT / Cloud / Cybersecurity / AR/VR

Recruitment

Open Call to launch via international campaign

Direct Approach

Open call used to identify some suitable members

Majority of core positions assessed via open call

Direct procurement circ. specialised skills

Invited to submit an application to open call

Core TAP

What: 4-5 core TAP members that attend every session.
How: Follows model of current TAP, compensated via payroll for attendance
Term: 2 year (noting roll-over from TAP 1.0)
Remuneration: <£10,000 for attendance at TAP and commissioned work
Expertise: Applied AI / PETs / Legal and Digital Ethics

Expert Member of the ICO Technology Advisory Panel

Are you conversant with the role that emerging technology plays in how our privacy and human rights are protected?

Do you have expertise in data science, machine learning, surveillance technologies, human-centric design, economics, behavioural analysis and social engineering?

Could you advise the ICO on important and complex challenges which impact on individuals and society in an increasingly data-driven world?

Technology is developing fast. At the Information Commissioner's Office we want to make sure we keep pace with, and anticipate, these developments to understand their impact on privacy and information rights.

The ICO's Technology Advisory Panel ensures that the Commissioner receives expert advice and strategic insight into emerging technologies and issues.

The Panel is a small number of industrial and academic professionals and ICO staff. It considers and advises the ICO of the impact of technology on privacy and information rights, such as cyber security, artificial intelligence, and behavioural modelling.

We are expanding the Panel to broaden our thinking into the wider landscapes where data plays a part – including socioeconomics, behavioural analysis, and the ongoing impact of Covid-19.

Your background

We are seeking panel members from a diverse range of backgrounds. You might be primarily be an expert in behavioural analysis and social engineering, or ethics and technology law, whilst also understanding the privacy implications of emerging technologies.

The role

The Panel meets four times a year. There may be circumstances in which panel members are asked to undertake additional research on behalf of the ICO and the panel.

Appointment to the panel is for a two year term with scope for re-appointment for another more two year term. A stipend of £400 per meeting is payable and along with reimbursement of travel expenses.

Interested?

Please send your CV, along with a covering letter telling us why you wish to be on the panel and what insights you will bring, to recruitment@ico.org.uk

Closing date: [x]

From: Sarah Delahunty
To: Stephen Bonner
Cc: Izy Jude
Subject: FW: TAP Web Page
Date: 26 May 2022 15:56:00
Attachments: image001.jpg
TAP Web Page.docx
image002.jpg
image003.png
image004.png

Hi Stephen,

Could you please approve the attached text for the external ICO website?

This is for the recruitment of the new TAP. We're about to launch a comms campaign to generate interest but before we go live John has updated the text for the website.

Adam was particularly keen to get your approval on this before we send it to comms as it mentions compensation. Link to web page [here](#) if you would like to see where it will sit.

Thank you.

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 0330 414 6485 M. **Section 40** F. 01625 524 510

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From: John Best <John.Best@ico.org.uk>
Sent: 26 May 2022 15:27
To: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>
Subject: TAP Web Page

Hi Sarah,

Revised page copy attached. It might need review by HR/Comms/Stephen Bonner given that we mention compensation and commissioning work.

Thanks,



John Best
Senior Policy Officer - Foresight

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 0330 313 1861 F. 01625 524510 ico.org.uk

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Are you an established expert, conversant with the role that emerging technology plays in how our privacy and human rights are protected?

Do you have expertise in novel applications of technologies that will impact the lives of data subjects now and in the future, such as distributed ledger technology, behavioural analysis and AI, biometric and health technologies? Do you have knowledge about the responsible deployment of these technologies?

Could you advise the ICO on important and complex challenges which impact individuals and society in an increasingly data-driven world?

Technology is developing fast. At the Information Commissioner's Office we want to make sure we keep pace with, and anticipate, these developments to understand their impact on privacy and information rights.

The ICO's **Technology Advisory Panel** brings together industry professionals, academics and ICO staff to advise the ICO of the impact of technology on privacy and information rights.

Your participation will ensure the Commissioner receives expert advice and strategic insight into a range of emerging technologies issues, and technical matters.

Your background

The ICO is inviting international applications for Panel membership to ensure we have a truly global and diverse representation of perspectives.

You might be primarily be an expert in behavioural analysis, social engineering, technology policy, law, or come from an engineering and data science background. We're looking for people from a wide range of backgrounds with an expert understanding on the privacy implications of current, new, and emerging technologies.

The role

The Panel meets approximately four times a year. There may be circumstances in which panel members are commissioned to undertake additional pieces of work on behalf of the ICO.

The panel is formed of a small number of permanent members who are invited to attend every session, supplemented by an advisory group of subject matter experts who may be brought in as needed to consult on topics relevant to their specialism. Applications are open for both permanent panel membership as well as membership of the advisory group.

Appointment for both permanent members and members of the advisory group will be for a two year term with scope for re-appointment.

Successful applicants will be compensated for time spent advising the ICO, whether by attending panel sessions or undertaking commissioned work.

Interested?

Please send your CV, along with a covering letter telling us why you wish to be on the panel and what insights you will bring, to recruitment@ico.org.uk. Please advise whether you'd like to be considered for a position as a permanent member or a member of the advisory group.

From: [Adam Ingle](#)
To: [John Best](#); [Foresight Team](#)
Subject: RE: TAP target groups
Date: 15 June 2022 10:05:45
Attachments: [image002.jpg](#)
[image003.jpg](#)

Sounds good – it is worth checking this with Alister and Tech first though given they'll be using the TAP a lot as well.



Adam Ingle

Group Manager (Foresight Team)
Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

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From: John Best <John.Best@ico.org.uk>
Sent: 15 June 2022 10:05
To: Adam Ingle <Adam.Ingle@ico.org.uk>; Foresight Team <ForesightTeam@ico.org.uk>
Subject: RE: TAP target groups

All,

I've added the Royal Society as a priority. I'm also going to suggest the Alan Turing, Queens, and the BBFC. Unless anyone has any other suggestions, I'll push that to comms.

Thanks,



John Best
Senior Policy Officer - Foresight

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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From: Adam Ingle <Adam.Ingle@ico.org.uk>
Sent: 14 June 2022 09:15
To: John Best <John.Best@ico.org.uk>; Foresight Team <ForesightTeam@ico.org.uk>
Subject: RE: TAP target groups

Can we add the Royal Society in there? I think Universities should remain our top.

Also, PETs will need to feature as a priority too. I'd put that over blockchain / distributed architecture.

Adam Ingle
Group Manager (Foresight Team)

Logo



Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

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From: John Best <John.Best@ico.org.uk>

Sent: 14 June 2022 09:11

To: Foresight Team <ForesightTeam@ico.org.uk>

Subject: TAP target groups

Hi all,

Thanks for feeding into the list of groups to target for recruitment, the final list is below. If there's any one you think should be our top priority (comms has said we can have 4 to really push for) then please let me know.

AI

Alan Turing
Ada Lovelace
CDEI

Online harms, age assurance and children's data

The BBFC
Possibly the Internet Watch Foundation

Biometrics and Health tech (including age determination AI – related to the previous categories)

National Physical Laboratory
Biometrics and Forensics Ethics Group

Blockchain and distributed architectures, including metaverse

britishblockchainassociation.org
Immerse UK
TechUK
TechNation

Universities

Imperial
Kings College London
Bristol

Southampton
Queens, Belfast

Thanks,



John Best
Senior Policy Officer - Foresight

Information Commissioner's Office, Wycliffe House, Water
Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 313 1861 F. 01625 524510 ico.org.uk
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From: [John Best](#)
To: [Sarah Delahunty](#)
Subject: RE: TAP network recruitment targets
Date: 15 June 2022 10:25:21
Attachments: [image004.jpg](#)
[image005.jpg](#)
[image006.png](#)
[image007.png](#)

Hihi,

Adam has requested we add the Royal Society to the list, and Alister also wants to add UkBlackTech and UCL

To be prioritised as the top 4 –

Royal Society
Internet Watch Foundation
Alan Turing
Queens

If anyone else has any others they come across, I'll let you know asap.

Thanks,



John Best
Senior Policy Officer - Foresight

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 313 1861 F. 01625 524510 ico.org.uk
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From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>

Sent: 13 June 2022 18:41

To: John Best <John.Best@ico.org.uk>

Subject: RE: TAP network recruitment targets

Hi John,

Could you please let me know the answer to Anya's question below?

Sarah



Sarah Delahunty (She/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 414 6485 M. [Section 40 \(2\)](#) 01625 524 510
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From: Anya Burgess <Anya.Burgess@ico.org.uk>
Sent: 13 June 2022 15:24
To: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>
Subject: RE: TAP network recruitment targets

Hi Sarah,

Can you prioritise which stakeholders would be the ones you'd like to use and then the social team can tag them in their posts. Probably four would do.

Then it's about stakeholder engagement after that.

Many thanks



Anya Burgess
Communications Business Partner

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
T. 0330 414 6865 Press Office: 0303 123 9070 ico.org.uk
twitter.com/iconews

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From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>
Sent: 13 June 2022 11:04
To: Anya Burgess <Anya.Burgess@ico.org.uk>
Subject: RE: TAP network recruitment targets

Good morning Anya,

I hope you had a good weekend.

Does this list help us with our campaign?

Sarah

Sarah Delahunty (She/her)



Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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From: John Best <John.Best@ico.org.uk>

Sent: 09 June 2022 13:58

To: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>; Anya Burgess <Anya.Burgess@ico.org.uk>

Cc: Adam Ingle <Adam.Ingle@ico.org.uk>

Subject: TAP network recruitment targets

Hi,

Based on previous TAP questions and areas of probable interest moving forwards, these are the sorts of groups we'd want to prioritise.

AI

Alan Turing
Ada Lovelace
CDEI

Online harms, age assurance and children's data

The BBFC
Possibly the Internet Watch Foundation

Biometrics and Health tech (including age determination AI – related to the previous categories)

National Physical Laboratory
Biometrics and Forensics Ethics Group

Blockchain and distributed architectures, including metaverse

britishblockchainassociation.org
Immerse UK
TechUK
TechNation

Universities

Imperial
Kings College London
Bristol
Southampton
Queens, Belfast

Thanks,



John Best
Senior Policy Officer - Foresight

Information Commissioner's Office, Wycliffe House, Water
Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 313 1861 F. 01625 524510 ico.org.uk
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From: [Sarah Delahunty](#)
To: [Sarah Delahunty](#)
Subject: TAP assessment process
Date: 17 June 2022 14:25:14
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)

Adam and John will do the assessment. Once we have found an applicant that we think it is good we would send it to Stephen Bonner to sign off on them.

Previous experience from attending the taps to be able to understand complex problem which and give advice.

Applicants go to the foresight inbox.

Two arrived recently. Holding email stipulates that they will receive a response in the coming months.

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 414 6485 M. [Section 40 \(2\)](#) F. 01625 524 510
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From: Sarah Delahunty
To: Alister Pearson; John Best
Subject: RE: TAP Applicant Criteria
Date: 27 July 2022 13:54:16
Attachments: image001.jpg
image002.png
image003.png
image004.jpg
20220715 TAP Applicants.xlsx.msg
RE 20220715 TAP Applicants.xlsx.msg

Hi Alister,

Thank you for the prompt. I was just about to start reviewing them myself! I have the attached but @John Best could you let us know where can we view what they have written? Thank you

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 414 6485 M. Section 40 (2) 01625 524 510 ico.org.uk twitter.com/iconews
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From: Alister Pearson <Alister.Pearson@ico.org.uk>
Sent: 27 July 2022 13:48
To: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>; John Best <John.Best@ico.org.uk>
Subject: RE: TAP Applicant Criteria

Hi Sarah, hi John

Hope you are well. I'm not sure if I ever received the applications to review – do you still need me to review?

Kind regards,



Alister Pearson
Principal Policy Advisor – Technology

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 03304 146396 F. 01625 524510 ico.org.uk twitter.com/iconews
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From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>
Sent: 15 July 2022 15:25
To: Alister Pearson <Alister.Pearson@ico.org.uk>
Subject: FW: TAP Applicant Criteria

Adam, John and I just had a meeting to discuss this now. John is going to circulate the applications with us separately.

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 414 6485 M. Section 40 (2) 01625 524 510 ico.org.uk twitter.com/iconews
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From: Sarah Delahunty

Sent: 15 July 2022 15:19

To: Adam Ingle <Adam.Ingle@ico.org.uk>; John Best <John.Best@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>

Cc: Claudia Hunt <Claudia.Hunt@ico.org.uk>; Robert McCombe <Robert.McCombe@ico.org.uk>; Lynne Currie <Lynne.Currie@ico.org.uk>

Subject: TAP Applicant Criteria

Hi all,

We have just over 20 applications to review for the TAP to recruit three new permanent members and build up the expert pool.

I have listed the criteria for reviewing the TAP members below.

- Established in their field – are they considered are they an expert, which institution are they from, their level of experience? What publications they have done, and the organisations have they worked for?
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- Take into consideration the applicant's preference to be a TAP member or in the expert pool

I have booked 1 hour 30 minutes on Thursday 28 July 2022 for us to run through our top choices to put forward to Lynne and Jack before Stephen B. Please come prepared to this meeting with your top 5 suggestions. Let me know if you need anything else.

Claudia/Rob/Lynne I have included you in this email to see if there is anything else we should be taking into consideration from a vetting perspective. Please let me know if there is.

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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From: [John Best](#)
To: [Sarah Delahunty](#); [Adam Ingle](#)
Subject: RE: TAP recruitment
Date: 29 July 2022 13:45:00
Attachments: [image004.jpg](#)
[image005.jpg](#)
[image006.png](#)
[image007.png](#)

I think we can focus on expertise, so as much as it would be entertaining to write an awful startup-type profile for "rockstars", what we really need is people who know their stuff.

"You don't need to be a recognised leader in your specialist subject, what we need are people who can answer the difficult questions, who care about data protection and privacy and who are available to share their insight with the ICO to help shape the discussion on technology's impacts.

You should either have relevant qualifications or experience and be up-to-date on the latest developments in your field"

I'm not sure that's not too vague and wooly.

Thanks,



John Best
Senior Policy Officer - Foresight

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 313 1861 F. 01625 524510 ico.org.uk
twitter.com/iconews

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From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>

Sent: 29 July 2022 12:28

To: John Best <John.Best@ico.org.uk>; Adam Ingle <Adam.Ingle@ico.org.uk>

Subject: RE: TAP recruitment

I've just thought some detail of who a suitable candidate would be should have been provided in my email to T&I as well. Could either of you write a quick description of the type of person we would like?

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
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ico.org.uk twitter.com/iconews

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From: John Best <John.Best@ico.org.uk>

Sent: 29 July 2022 12:14

To: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>; Adam Ingle <Adam.Ingle@ico.org.uk>

Subject: RE: TAP recruitment

I think that's a good idea. The revised text that went live included an "areas of specialism" and "insights you will bring" section based on SB's feedback too, so both were covered.

Thanks,



John Best
Senior Policy Officer - Foresight

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T. 0330 313 1861 F. 01625 524510 ico.org.uk
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From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>

Sent: 29 July 2022 11:43

To: Adam Ingle <Adam.Ingle@ico.org.uk>; John Best <John.Best@ico.org.uk>

Subject: RE: TAP recruitment

Hi both,

Looking for something else TAP related I came across this email and I don't recall Stephen B receiving a response. I think suggestion 1 is a good one and suggestion 2 is something we're doing already. I would appreciate your thoughts and I will send Stephen a response.

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
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From: Stephen Bonner <Stephen.Bonner@ico.org.uk>

Sent: 07 June 2022 13:29

To: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>

Cc: Adam Ingle <Adam.Ingle@ico.org.uk>; Anya Burgess <Anya.Burgess@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>; John Best <John.Best@ico.org.uk>; Izy Jude <Isabel.Jude@ico.org.uk>

Subject: RE: TAP recruitment

Approved – two quick thoughts that don't need to be changed but you might want to consider

1. When we ask people if they are asking to join the perm or the advisory group – do we want to ask them to explicitly list the topics they would offer to provide advice on?
2. Do we want to be transparent and list the day rate we are offering?

But it can go live with no changes if you don't think those are helpful,

S.



Stephen Bonner

Executive Director of Regulatory Futures and Innovation

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 03304146580 M. [REDACTED] ico.org.uk

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From: John Best
To: Alister Pearson; Sarah Delahunty
Subject: RE: TAP Applicant Criteria
Date: 27 July 2022 14:09:00
Attachments: image001.jpg
image002.jpg
image003.jpg
image004.png
image005.png

Yes please. I'm about 2/3rds of the way through collating them all. I'll add in a date to do that.

Thanks,



John Best
Senior Policy Officer - Foresight

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From: Alister Pearson <Alister.Pearson@ico.org.uk>
Sent: 27 July 2022 13:48
To: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>; John Best <John.Best@ico.org.uk>
Subject: RE: TAP Applicant Criteria

Hi Sarah, hi John

Hope you are well. I'm not sure if I ever received the applications to review – do you still need me to review?

Kind regards,



Alister Pearson
Principal Policy Advisor – Technology

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
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From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>
Sent: 15 July 2022 15:25
To: Alister Pearson <Alister.Pearson@ico.org.uk>
Subject: FW: TAP Applicant Criteria

Adam, John and I just had a meeting to discuss this now. John is going to circulate the applications with us separately.

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
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From: Sarah Delahunty
Sent: 15 July 2022 15:19
To: Adam Ingle <Adam.Ingle@ico.org.uk>; John Best <John.Best@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>
Cc: Claudia Hunt <Claudia.Hunt@ico.org.uk>; Robert McCombe <Robert.McCombe@ico.org.uk>; Lynne Currie <Lynne.Currie@ico.org.uk>
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Claudia/Rob/Lynne I have included you in this email to see if there is anything else we should be taking into consideration from a vetting perspective. Please let me know if there is.

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

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From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>
Sent: 27 July 2022 15:42
To: Adam Ingle <Adam.Ingle@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>
Cc: John Best <John.Best@ico.org.uk>
Subject: RE: TAP Applicant Criteria - Update on applications access

Hi Adam and Alister,

Just as an update as I'm very conscious we need to review these applications before our 10am meeting tomorrow, John is still battling with our IT systems to get the applications in an accessible place for us. He is trying to make a call to Section 40 which will hopefully mean some progress. John said he will update us as soon as he hears anything!

Section 40 (2) but my plan is to log on very early to do the review. If we haven't had access to the applications when I log on I will rearrange the meeting for ASAP.

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

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From: John Best <John.Best@ico.org.uk>
Sent: 27 July 2022 14:12
To: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>
Subject: RE: TAP Applicant Criteria

Hi,

I'm attempting to pop them onto sharepoint once they're extracted from the emails so we can all have access, there's been some minor technical issues (both mine and sharepoint's).

Thanks,



John Best
Senior Policy Officer - Foresight

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
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From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>
Sent: 27 July 2022 13:53
To: Alister Pearson <Alister.Pearson@ico.org.uk>; John Best <John.Best@ico.org.uk>
Subject: RE: TAP Applicant Criteria

Hi Alister,

Thank you for the prompt. I was just about to start reviewing them myself! I have the attached but @John_Best could you let us know where can we view what they have written? Thank you

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

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Alister Pearson
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From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>
Sent: 15 July 2022 15:25
To: Alister Pearson <Alister.Pearson@ico.org.uk>
Subject: FW: TAP Applicant Criteria

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Innovation Project Manager

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Cc: Claudia Hunt <Claudia.Hunt@ico.org.uk>; Robert McCombe <Robert.McCombe@ico.org.uk>; Lynne Currie <Lynne.Currie@ico.org.uk>
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From: [Claudia Hunt](#)
To: [Adam Ingle](#); [Sarah Delahunty](#); [John Best](#); [Alister Pearson](#)
Cc: [Robert McCombe](#); [Lynne Currie](#)
Subject: RE: TAP Applicant Criteria
Date: 21 July 2022 13:54:34
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)

Thanks Adam, that does.

Please can you let me know once the appointments have been made so we can ensure that the agreements and any DOIs are kept on file.

Kind regards
Claudia



Claudia Hunt

HR Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 0330 414 6343

F. 01625 545876 ico.org.uk twitter.com/iconews

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From: Adam Ingle <Adam.Ingle@ico.org.uk>

Sent: 21 July 2022 09:51

To: Claudia Hunt <Claudia.Hunt@ico.org.uk>; Sarah Delahunty <Sarah.Delahunty@ico.org.uk>; John Best <John.Best@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>

Cc: Robert McCombe <Robert.McCombe@ico.org.uk>; Lynne Currie <Lynne.Currie@ico.org.uk>

Subject: RE: TAP Applicant Criteria

Hi Claudia,

We're looking to appoint around 4 more permanent members and then a growing list of experts to form an advisory pool.

All members, (permanent and those in the advisory pool) will be compensated at £400 per TAP session.

I've attached a previous list of TAP members – a number of members terms on that list expired in May:

- Luciano Floridi
- Emiliano De Cristofaro
- Hera Hussain
- Sue Daley
- Rachel Coldicutt

Miranda Sharp was appointed later and will continue on for a bit, as will Ruben Binns. I understand that the other members in this spreadsheet are no longer involved with the TAP.

We expect to appoint for a two year term will scope for reappointment. More details are on the advert.

[Expert Member of the ICO Technology Advisory Panel | ICO](#)

Hope that answers your questions!

Best,

Adam



Adam Ingle

Group Manager (Foresight Team)
Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

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From: Claudia Hunt <Claudia.Hunt@ico.org.uk>

Sent: 20 July 2022 18:59

To: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>; Adam Ingle <Adam.Ingle@ico.org.uk>; John Best <John.Best@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>

Cc: Robert McCombe <Robert.McCombe@ico.org.uk>; Lynne Currie <Lynne.Currie@ico.org.uk>

Subject: RE: TAP Applicant Criteria

Welcome back Sarah, and thanks for looping me in.

Great to see a good level of interest, just a couple of questions from me please;

You refer to permanent TAP members, previously it's been for a two or three year term. Was this was the intention?

How many more members are you looking to appoint to the panel?

Will these members be paid or unpaid?

In terms of "vetting", after we have offered the written agreement needs to be drawn up and sent for signature along with a declaration of interest form.

I think there is a log of the current TAP members somewhere and their status. I would be grateful if you could either share an updated version or allow me access via teams?

Many thanks
Claudia



Claudia Hunt

HR Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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Sent: 15 July 2022 15:19

To: Adam Ingle <Adam.Ingle@ico.org.uk>; John Best <John.Best@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>

Cc: Claudia Hunt <Claudia.Hunt@ico.org.uk>; Robert McCombe <Robert.McCombe@ico.org.uk>; Lynne Currie <Lynne.Currie@ico.org.uk>

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Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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From: [Jack Harvey](#)
To: [Sarah Delahunty](#); [Lynne Currie](#)
Cc: [Adam Ingle](#); [Alister Pearson](#); [John Best](#)
Subject: RE: TAP recommendations - ACTION reading for tomorrow
Date: 15 August 2022 17:14:13
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)

Hi Team,

Thanks for this. Are you expecting us to have reviewed the CV's and cover letters prior to the call tomorrow? Happy to join and discussed based on the summary you have provided, but I won't have time to review the rest of the docs.

Jack

From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>
Sent: 15 August 2022 14:40
To: Lynne Currie <Lynne.Currie@ico.org.uk>; Jack Harvey <Jack.Harvey@ico.org.uk>
Cc: Adam Ingle <Adam.Ingle@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>; John Best <John.Best@ico.org.uk>
Subject: RE: TAP recommendations - ACTION reading for tomorrow

Good afternoon Lynne and Jack,

Ahead of our meeting tomorrow please find a short description of each candidate, including their merits and why they have been put forward to this stage, attached. Their covering letters and CVs can be accessed [here](#). Please could you review ahead of our meeting tomorrow? Thank you.

Sarah



Sarah Delahunty (she/her)
**Private Secretary to Emily Keaney, Deputy
Commissioner – Regulatory Policy**

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
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-----Original Appointment-----

From: Sarah Delahunty

Sent: 04 August 2022 15:04

To: Sarah Delahunty; Lynne Currie; Jack Harvey; Adam Ingle; Alister Pearson; John Best

Subject: TAP recommendations

When: 16 August 2022 11:30-12:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: Microsoft Teams Meeting

Hi Lynne and Jack,

Adam, Alister, John and I have shortlisted the 39 applicants for the TAP down to 8 recommendations for the panel and a further 14 we would like to put forward for the expert pool. We are drafting brief descriptions of the 8 panel recommendations which we need to whittle down to 5 for Stephen B.

This meeting is an opportunity for us to get your views on which of the 8 should be put forward to be permanent TAP members.

Details of our recommendations will be with you soon.

Sarah

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 374 796 241 566

Passcode: v3EA73

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+44 20 7660 8199,260683053#](#) United Kingdom, London

Phone Conference ID: 260 683 053#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

From: [Adam Ingle](#)
To: [John Best](#); [Sarah Delahunty](#)
Subject: RE: Technology Advisory Panel
Date: 11 August 2022 17:54:26
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.png](#)
[image004.png](#)

Hi all,

Given the calibre of the candidates I don't think interviews are necessary. We can have a introductory call with each before they've signed the terms of engagement just so they're very clear what they will signing up for.

We can check with Ali P as John suggests but I'm rather certain the last TAP was just brought aboard on an ad-hoc basis.

Best,

Adam



Adam Ingle
Group Manager (Foresight Team)
Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
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From: John Best <John.Best@ico.org.uk>
Sent: 11 August 2022 16:54
To: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>; Adam Ingle <Adam.Ingle@ico.org.uk>
Subject: RE: Technology Advisory Panel

We hadn't discussed an interview, and I'm not sure the previous intake had one as part of the selection process. I'll grab Ali P on Monday to check whether that was the case.

Thanks,



John Best
Senior Policy Officer - Foresight
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
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From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>
Sent: 11 August 2022 16:20
To: Adam Ingle <Adam.Ingle@ico.org.uk>; John Best <John.Best@ico.org.uk>

Subject: FW: Technology Advisory Panel

Hii,

Please can you clarify – will there be an interview with any of the applicants at any stage?

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 0330 414 6485 M. [REDACTED] F. 01625 524 510

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From: Claudia Hunt <Claudia.Hunt@ico.org.uk>

Sent: 11 August 2022 10:12

To: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>

Subject: RE: Technology Advisory Panel

Thanks Sarah, that's helpful.

Will Stephen B then be doing some form of interview?

Also just so I'm clear, which element of the non-staff budget is this costed to? I just want to check with all members receiving remuneration going forward that this has all been budgeted for.

Thanks
Claudia



Claudia Hunt

Group Manager – HR Operations

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 0330 414 6343

F. 01625 545876 ico.org.uk twitter.com/iconews

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From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>

Sent: 11 August 2022 09:57

To: Claudia Hunt <Claudia.Hunt@ico.org.uk>

Subject: RE: Technology Advisory Panel

Morning Claudia,

I am waiting for confirmation from John but I believe we are keeping two TAP members, Reuben and Miranda. With five additional members to be added from this recruitment campaign so seven in total.

We have booked a meeting in with Lynne and Jack next Tuesday and I will send over the eight recommendations with their CVs and covering letters along with a short paragraph on each one highlighting their merits and why they have been put forward to this stage. Between this meeting and the one we need to book in with Stephen Bonner we will narrow the eight down to five.

Regarding timescales Stephen B is on leave until Monday 12 September so that's going to add a significant delay.

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 0330 414 6485 M. [REDACTED] F. 01625 524 510

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From: Claudia Hunt <Claudia.Hunt@ico.org.uk>

Sent: 10 August 2022 13:01

To: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>

Subject: RE: Technology Advisory Panel

Hi Sarah,

I have just been updating Assiya on yesterday's meeting. Can I just check which, if any, of the current TAP members we are keeping on? I

am not sure if the 5 are in addition to the current ones or its 5 in total?

Also I understand that the plan is to send the recommended 8 "applications" to the HoDs for their consideration. What process are you intending after that to make final decisions? Did you say you were planning some form of follow up discussions? And what is the proposed timescale on this?

Thanks
Claudia



Claudia Hunt

Group Manager – HR Operations

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 0330 414 6343

F. 01625 545876 ico.org.uk twitter.com/iconews

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From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>

Sent: 04 August 2022 16:09

To: Claudia Hunt <Claudia.Hunt@ico.org.uk>

Subject: FW: Technology Advisory Panel

Sarah



Sarah Delahunty (she/her)

Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 0330 414 6485 M. [REDACTED] F. 01625 524 510

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From: Sarah Delahunty

Sent: 02 August 2022 09:34

To: Mark Greenwood <mark.greenwood@ico.org.uk>; Michael Collins <Michael.Collins@ico.org.uk>
Cc: John Best <John.Best@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>; Adam Ingle <Adam.Ingle@ico.org.uk>
Subject: RE: Technology Advisory Panel

Hi all,

In advance of our meeting I have attached the TAP agreement template that was used with the last cohort of TAP members to check this is still fit for purpose.

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 414 6485 M. [REDACTED] F. 01625 524 510
ico.org.uk twitter.com/iconews

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From: Sarah Delahunty
Sent: 02 August 2022 07:46
To: Mark Greenwood <mark.greenwood@ico.org.uk>; Michael Collins <Michael.Collins@ico.org.uk>
Cc: John Best <John.Best@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>; Adam Ingle <Adam.Ingle@ico.org.uk>
Subject: RE: Technology Advisory Panel

Good morning Mark and Michael,

Since this email we have been making progress with recruiting for the TAP and we are in the process of shortlisting from the 39 applications we have received in the last campaign. We thought it would be worthwhile having a quick catch up to ensure that we are following the right process and all the necessary conditions have been met. I will look for an opportunity for us to meet and send over a meeting request.

Sarah

| Sarah Delahunty (she/her)

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Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 0330 414 6485 M. [REDACTED] F. 01625 524 510

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From: Adam Ingle <Adam.Ingle@ico.org.uk>

Sent: 28 April 2022 10:40

To: Mark Greenwood <Mark.Greenwood@ico.org.uk>; Michael Collins <Michael.Collins@ico.org.uk>; Anya Burgess <Anya.Burgess@ico.org.uk>

Cc: John Best <John.Best@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>

Subject: RE: Technology Advisory Panel

Hi Mark and Michael,

Hope you're keeping well.

I just wanted to update you on where our thinking is regarding the Technology Advisory Panel (TAP) – thanks for your advice so far. We've received endorsement of our revised model from Stephen Almond.

I just wanted to set it out on a one-page (attached) so you can see it played out simply and come back with any red flags. As discussed, its compromised of two key innovations:

- A **core TAP team** of 4-5 that would persist under the same arrangements as the current TAP. Engaged via contract on a quasi-employed basis (as I understand is the current basis) and remunerated to a total of £10,000 for their term, inc. £400 per TAP session and the cost of any commissioned work. Terms to cover 2 years.
- **An expert pool**, engaged on an ad-hoc basis to supplement the TAP and undertake specialist commissioned work (engaged via a standard consultancy contract to the tune of <£5,000 over the term, inc. £400 per TAP session and the cost of any commissioned work). We understand this would be consistent with the policy for direct procurements. Terms to cover 2 years or engaged on a singular basis.

The chief vehicle of attracting and selecting candidates for *both* the core team and the expert pool would be via a standing open call. While this call would be ongoing we'd seek to 'launch' it via an international campaign asking for applications from leading experts world wide and would work with HR and Comms to deliver this ([@Anya Burgess](#) flagging this for us to discuss in due course). This would ensure we meet standards of openness and transparency. Direct approaches would still be undertaken to acquire requisite specialist skills if needed.

Grateful for any feedback by **Tuesday 3 May**. Next step is to secure full endorsement from Stephen Bonner and then commence the roll-out.

Best,

Adam



Adam Ingle

Group Manager (Foresight Team)
Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
T. 03304146406 F. 01625 524510 ico.org.uk twitter.com/iconews

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From: John Best <John.Best@ico.org.uk>

Sent: 01 April 2022 12:29

To: Mark Greenwood <Mark.Greenwood@ico.org.uk>

Cc: Adam Ingle <Adam.Ingle@ico.org.uk>

Subject: Technology Advisory Panel

Hi,

We're in the process of revamping the Technology Advisory Panel (the panel of external subject experts consulted on tech issues), including how much panel members are compensated for their time. Part of this is a change to a core membership of about 5 members, then a pool of others who might be brought in for specific issues. Having spoken to HR yesterday, they suggested that having these floating members might be best handled through a procurement process, rather than having them on the books in the same way the permanent members are. They suggested speaking to you to flesh that out. Would it be possible to grab some time next week to go through it?

Thanks,



John Best
Senior Policy Officer - Foresight

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 313 1861 F. 01625 524510 ico.org.uk
twitter.com/iconews

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From: [John Best](#)
To: [Sarah Delahunty](#); [Adam Ingle](#); [Alister Pearson](#)
Subject: RE: TAP applications review this Thursday
Date: 01 August 2022 15:23:45
Attachments: [image004.jpg](#)
[image005.jpg](#)
[image006.png](#)
[image007.png](#)

No probs, I'll create a new directory for next quarter, and rename the current one appropriately.

Thanks,



John Best
Senior Policy Officer - Foresight

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 313 1861 F. 01625 524510 ico.org.uk
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From: Sarah Delahunty <Sarah.Delahunty@ico.org.uk>

Sent: 01 August 2022 14:30

To: John Best <John.Best@ico.org.uk>; Adam Ingle <Adam.Ingle@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>

Subject: TAP applications review this Thursday

Hi,

With 39 applications to review (and that is where we are drawing the line this round!) line by line I think we need at least 3 hours. That will provide us with just over four minutes per applicant and a 20 minute wrap up period. To ensure we get it done this week I am going to book in two 1 and a half hour sessions on Thursday.

[@John Best](#) would it possible to put all the applications from this round into one folder on SP and start a new folder with the applications to review next quarter?

Sarah



Sarah Delahunty (she/her)
Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 414 6485 M. [REDACTED] F. 01625 524 510
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From: [Adam Ingle](#)
To: [John Best](#)
Subject: FW: TAP - Membership Recommendations
Date: 27 September 2022 08:32:12
Attachments: [image002.gif](#)
[image003.jpg](#)

Hi [@John Best](#), following on from SA's steer, can you please also draft an email which sets out how we'll manage

Be good if you could cover

- Ensuring that the contract of engagement has a strict confidential clause (attached the draft and we'll double check this with legal)
- Internal handling of TAP agenda to emphasis that people should only submit items and content that they'd be happy to receive external scrutiny for, specifically This includes prior review of items by the Secretariat.

We just need a plan in writing on how to handle it. Be good if this could come with the rest of the emails you're drafting.

Best,

Adam

Logo



Adam Ingle

Group Manager (Foresight Team)
Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
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From: Stephen Almond <Stephen.Almond@ico.org.uk>

Sent: 26 September 2022 12:06

To: Adam Ingle <Adam.Ingle@ico.org.uk>; Stephen Bonner <Stephen.Bonner@ico.org.uk>

Cc: Lynne Currie <Lynne.Currie@ico.org.uk>; Jack Harvey <Jack.Harvey@ico.org.uk>

Subject: RE: TAP - Membership Recommendations

Thanks, Adam – we spoke. Grateful if you can check in with legal around handling of the confidentiality side of this,

And keen to have at least one member of the panel who can speak to online tracking issues. Otherwise, I'm very happy to endorse – please crack on.

Thanks,
Stephen



Stephen Almond
Director of Technology and Innovation

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
T. 0330 313 1640 F. 01625 524510 ico.org.uk twitter.com/iconews
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From: Adam Ingle <Adam.Ingle@ico.org.uk>
Sent: 23 September 2022 09:38
To: Stephen Bonner <Stephen.Bonner@ico.org.uk>; Stephen Almond <Stephen.Almond@ico.org.uk>
Cc: Lynne Currie <Lynne.Currie@ico.org.uk>; Jack Harvey <Jack.Harvey@ico.org.uk>
Subject: RE: TAP - Membership Recommendations

Thanks Stephen, great to know. Hopefully we can bring in that wider range of expertise in the short-term through additions to the pool.



Adam Ingle
Group Manager (Foresight Team)
Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
T. [REDACTED] ico.org.uk twitter.com/iconews
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From: Stephen Bonner <Stephen.Bonner@ico.org.uk>
Sent: 23 September 2022 09:36
To: Adam Ingle <Adam.Ingle@ico.org.uk>; Stephen Almond <Stephen.Almond@ico.org.uk>
Cc: Lynne Currie <Lynne.Currie@ico.org.uk>; Jack Harvey <Jack.Harvey@ico.org.uk>
Subject: RE: TAP - Membership Recommendations

Thanks for the nudge, no objections from me – great spread of tech skills. Next time, might be worth ensuring a wider range of experience with different industries and business models but nothing to change at this point,

S.



Stephen Bonner
Deputy Commissioner, Executive Director of
Regulatory Futures and Innovation
Information Commissioner's Office, Wycliffe House, Water
Lane, Wilmslow, Cheshire SK9 5AF
T. 03304146580 M. [REDACTED] ico.org.uk twitter.com/iconews
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From: Adam Ingle <Adam.Ingle@ico.org.uk>
Sent: 23 September 2022 09:04

To: Stephen Bonner <Stephen.Bonner@ico.org.uk>; Stephen Almond <Stephen.Almond@ico.org.uk>
Cc: Lynne Currie <Lynne.Currie@ico.org.uk>; Jack Harvey <Jack.Harvey@ico.org.uk>
Subject: FW: TAP - Membership Recommendations

Hi Stephens, just wondering if there has been any discussion about the TAP recs? Conscious we have applicants waiting for a response and would be good to advise them of an outcome.

If you need any more info for the selection, do let me know.



Adam Ingle
Group Manager (Foresight Team)
Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
T. [REDACTED] ico.org.uk twitter.com/iconews
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From: Adam Ingle
Sent: 05 September 2022 12:23
To: Stephen Bonner <Stephen.Bonner@ico.org.uk>; Stephen Almond <Stephen.Almond@ico.org.uk>
Cc: Lynne Currie <Lynne.Currie@ico.org.uk>; Jack Harvey <Jack.Harvey@ico.org.uk>; John Best <John.Best@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>; Sarah Delahunty <Sarah.Delahunty@ico.org.uk>
Subject: TAP - Membership Recommendations

Morning both,

Trust your breaks were good. **I'm attaching our proposals for the TAP 2.0 membership for your review.** This document lists recs for both Core Panel (which will have a total of **8** panellists) and the Expert Pool (no-upper limit planned); bios, CVs and covering letters are linked within. These candidates have been selected from a total of **42** who applied.

We've tried to strike a balance between diversity and seniority here, bringing together the necessary experience for the Directorate's work. However, we're aware there may still be a few knowledge gaps – either around particular tech (e.g. content scanning / AVs) or broader skill ranges (e.g. sociology). We are looking to the Expert Pool to fill them and the plan (agreed with comms) is to advertise in sectors where the gaps are AND approach relevant experts. Anticipate that both activities will occur on a rolling basis as our organisational priorities shift.

If you think there is a notable gap on the proposed Core Membership, please let us know – depending on the area, I'd propose we nudge relevant expert to put in an application for rapid consideration.

Next Steps

All candidates have been notified that we're finalising the initial application process and that we'll be in touch shortly. Pending your approval, we'll approach successful candidates with an offer of core / pool membership and, on acceptance, send them the letter of engagement that we've finessed with legal. HR and procurement are set to on board the successful candidates.

We'll then look to have members ready for a late October TAP session which, depending on the agenda, may include expert pool members.

Let me know if it's helpful to discuss on a call but otherwise look forward to your thoughts.

Best,

Adam



Adam Ingle

Group Manager (Foresight Team)
Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

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Innovation Project Manager

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

T. 0330 414 6485 M. [REDACTED] ico.org.uk twitter.com/iconews

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From: Sarah Delahunty

Sent: 02 August 2022 09:34

To: Mark Greenwood <mark.greenwood@ico.org.uk>; Michael Collins
<Michael.Collins@ico.org.uk>

Cc: John Best <John.Best@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>; Adam Ingle
<Adam.Ingle@ico.org.uk>

Subject: RE: Technology Advisory Panel

Hi all,

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Sarah

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Sarah Delahunty (she/her)

Innovation Project Manager

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T. 0330 414 6485 M. [REDACTED] F. 01625 524 510

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Cc: John Best <John.Best@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>; Adam Ingle

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T. 0330 414 6485 M. [REDACTED] F. 01625 524 510

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Sent: 28 April 2022 10:40

To: Mark Greenwood <Mark.Greenwood@ico.org.uk>; Michael Collins <Michael.Collins@ico.org.uk>; Anya Burgess <Anya.Burgess@ico.org.uk>

Cc: John Best <John.Best@ico.org.uk>; Alister Pearson <Alister.Pearson@ico.org.uk>

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Best,

Adam



Adam Ingle

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T. 03304146406 F. 01625 524510 ico.org.uk twitter.com/iconews

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Sent: 01 April 2022 12:29

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Thanks,



John Best
Senior Policy Officer - Foresight

Information Commissioner's Office, Wycliffe House, Water
Lane, Wilmslow, Cheshire SK9 5AF
T. 0330 313 1861 F. 01625 524510 ico.org.uk
twitter.com/iconews

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Private and confidential

Dear

Academic Expert Member of the ICO Technology Advisory Panel

I am writing to confirm that the Information Commissioner wishes to engage your support and advisory services as an Academic Expert Member of the Information Commissioner's Office ('ICO') Technology Advisory Panel ('TAP') for a year term, with effect from **DATE**.

We are engaging the services of panel members to consider and advise the ICO of the impact of emerging technologies on privacy and information rights with particular focus on cyber security; artificial intelligence; big data and machine learning; and web and cross-device tracking. There may be circumstances where you are requested to undertake other additional research on behalf of the ICO and the panel.

This agreement is not a contract of employment, nor shall imply a contract of employment and does not confer any employment rights upon you. The ICO is not obliged to provide you with any requests for additional engagement or any work. It is entirely at the ICO's discretion whether they wish to offer any further work outside your core participation in the TAP, and you are at liberty to decline any such requests or any work from the ICO for any reason.

This agreement and any dispute or claim arising out of or in connection with it shall be governed by and construed in accordance with the law of England. By accepting this agreement you agree that the courts of England shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement.

It is anticipated that the TAP will meet four times a year, if additional meetings are required we will arrange this with TAP members as needed.

The terms of this agreement shall also apply to each and any additional package of work allocated to you. The fact that you have been offered work or offered work on more than one occasion shall not confer any legal rights on you. There will be no obligation on us to provide you with any work and no obligation for you to carry out any work that we may request from you.

It is also accepted and acknowledged that you may have academic and business interests other than those of the ICO. Nothing in this agreement shall prevent you from being engaged, concerned or having any financial interest in any capacity in any other business, trade, profession or occupation during any engagement for the ICO provided that it is not competing with or creating a conflict or potential conflict of interests with the work of the ICO. If at any point during your membership of the TAP you become aware of any potential conflicts of interest or competing interests, you must disclose these in writing to Stephen Bonner, Executive-Director of Regulatory Futures as soon as you become aware of them.

Fees

Fees shall be paid to you on the basis of a stipend of £400 per meeting. The maximum amount that will be paid to you during your term shall not exceed £10,000.

Any work allocated to you in addition to your role as a TAP member, will be paid at a day rate of £400. The total amount that you will be paid for any additional work and your role as a TAP member will not exceed £10,000 during your term.

Although you are not an employee of the ICO, payment of fees will be made to you via ICO payroll in compliance with the relevant tax and national insurance regulations.

You should submit claims for attendance at meetings and for any additional activity undertaken via Stephen Bonner, contact details for whom will be provided for you upon engagement. Your claims should detail the dates and times of activity and the nature of the work undertaken.

I have enclosed a declaration of interest form for completion. I would be grateful if you could complete this and return to me at your soonest convenience.

Travel and subsistence

The ICO may arrange travel for you in the event it is more cost effective or convenient to do so, but is not obliged to do so. If you arrange your own travel you may claim the cost of travel back from the ICO and payment will be made to you via our Finance department. Any travel expenses claimed should be in accordance with the ICO expenses policy.

Confidentiality

All information acquired whilst engaged in activity on behalf of the ICO is confidential to the ICO. It must not be disclosed to third parties or used for any reason other than in the interests of the ICO, either during your engagement or later, without prior written clearance from the Commissioner.

You are not permitted, during or after the end of your membership of the TAP, to use or to disclose to anyone, any information of a confidential nature relating to the ICO or its employees. Confidential information shall include business information and intellectual property. It will also include any confidential information relating to the ICO that either you, any ICO staff or any TAP member creates, develops, receives or obtains during the term of your membership. This does not apply to any information that is or comes into the public domain other than through your unauthorised disclosure.

Should you be required to share any confidential information either during or after the term of your membership of TAP, then you must obtain prior written permission from the ICO.

This will not affect your ability to comply with any legal, professional or regulatory requirement you may have to disclose confidential information.

Your attention is drawn to s.132 of the Data Protection Act 2018. This clause states that a person acting as an agent of the Commissioner, must not disclose information which:

- (a) has been obtained by, or provided to, the Commissioner in the course of, or for the purposes of, the discharging of the Commissioner's functions;
- (b) relates to an identified or identifiable individual or business; and
- (c) is not available to the public from other sources at the time of the disclosure and has not previously been available to the public from other sources;

...unless the disclosure is made with lawful authority.

The Act makes it an offence to knowingly or recklessly disclose information in contravention of these requirements.

Any such breach will also be deemed to be a breach of this agreement and could result in termination of any engagement.

The ICO is subject to the government's transparency agenda, which means that we are required to publish details of our spending over £10,000. You acknowledge and agree that we may publish this letter and Appendix 1 for the purposes of complying with our obligations.

If the ICO provides you with equipment and/or access to ICO systems, then all documents, manuals, hardware and software provided for your use by the ICO, any data or documents (including copies) produced, maintained or stored on ICO computer systems or other electronic equipment (including mobile phones), remain the property of ICO and shall be returned to the ICO at the end of your membership of TAP, or at the request of the ICO during your period of membership.

Intellectual Property

The following definitions are used in this agreement:

Intellectual Property Rights or **IPRs** means copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions semi-conductor topography rights, trade marks, rights in internet domain names and website addresses and other rights in trade names, designs, know-how, trade secrets and any modifications, amendments, updates and new releases of the same and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

Unless permission is granted elsewhere in this agreement you will retain all IPRs that are either your pre-existing IPR or developed during your term of membership but are not produced as a result of your TAP membership or any additional work that may be allocated to you by the ICO.

The ICO will retain its pre-existing IPR and intellectual property rights in all reports, materials and other documents produced in whole or in part by the TAP, subject to the requirements of the open government licence.

You are not permitted to use any ICO logos or trade marks on any products or services unless you have obtained our prior written consent.

Return of documents and IT equipment

All documents, manuals, hardware and software provided for your use by the ICO, and any data or documents (including copies) produced, maintained or stored on the ICO's computer systems or other electronic equipment (including mobile phones), remain the property of the ICO.

Any ICO property in your possession and any original or copy documents obtained by you in the course of your work for the ICO shall be returned to us at any time on request and in any event at the end of your membership of the TAP.

Freedom of Information

The ICO is subject to the requirements of the Freedom of Information Act 2000 ('FOIA') and the Environmental Impact Regulations 2004 ('EIR'). By accepting membership of TAP you agree to assist and co-operate with the ICO to enable us to comply with our FOIA and EIR information disclosure requirements.

Data Protection

The ICO will collect, hold and process information about you for legal, personnel, administrative, payroll and management purposes and will process any sensitive personal data (as defined in the Data Protection Act 2018) required to deal with matters relating to your health or otherwise required and as set out in its Privacy Notice.

You will be expected to comply with the Data Protection Act; the ICO's Privacy Notices and any of the ICO requirements in relation to Data Protection and disclosure of information.

For the purposes of any processing of personal data that may take place as a result of these arrangements, it is agreed that the ICO will be the data controller and you will be the data processor. Any such processing will take place in accordance with the terms set out in Schedules 1 and 2 of this letter.

Neither you nor the ICO may assign or transfer any obligations under this agreement without the prior written consent of the other.

I would be grateful if you could sign the enclosed second copy of this letter if you are content to accept the terms upon which this engagement is offered, along with the enclosed forms and a copy of your passport.

If you have any queries about this matter, please contact me by emailing Michael.collins@ico.org.uk

Yours sincerely

Michael Collins
Head of HR Operations

TAP Member
Name:

Signed: _____ **Date:** _____

Schedule 1

Data Protection

1.1 Definitions

"ICO Personal Data" means Personal Data Processed by you on behalf of the ICO under or in connection with this agreement;

"Controller" shall have the meaning set out in the Data Protection Legislation;

"Data Protection Legislation" means all applicable data protection and privacy legislation, regulations and guidance including but not limited to the UK GDPR (as defined by section 3(10) (supplemented by section 205(4)) of the Data Protection Act 2018), the Data Protection Act 2018 (and regulations made thereunder), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2003/2426) and any guidance or codes of practice issued by the Information Commissioner or any successor from time to time (all as amended, updated or re-enacted from time to time);

- "Data Subject"** shall have the meaning set out in the Data Protection Legislation;
- "Due Diligence"** shall mean any due diligence undertaken by the ICO on your security and data processing systems;
- "Personal Data"** shall have the meaning set out in the Data Protection Legislation;
- "Processing"** shall have the meaning set out in the Data Protection Legislation (and "Process" and "Processed" shall be construed accordingly);
- "Processor"** shall have the meaning set out in the Data Protection Legislation;
- "Regulators"** means the Information Commissioner's Office or any successor regulator from time to time and any other supervisory authority with jurisdiction over either party;

- 1.2 The ICO will collect and process information relating to the TAP in accordance with the privacy notice which is available at <https://ico.org.uk/global/privacy-notice/> as amended from time to time on the same basis as the ICO collects and processes information relating to the ICO's employees.
- 1.3 You acknowledge that the ICO is the Controller of the ICO Personal Data and you are the ICO's Processor. The details of the Processing carried out by you on behalf of the ICO are set out in Schedule 2 which forms part of this agreement.
- 1.4 You warrant and undertake to the ICO that you will, where required by the ICO assist the ICO on ensuring that any Due Diligence is accurate and will remain accurate for the duration of this agreement. You agree to vary this agreement to include the detail of any Due Diligence if required by the ICO. You will notify the ICO of any changes to your security or data processing activities which affect any answers given in respect of any Due Diligence. If the ICO reasonably believes that as a result of the change, the protection given to ICO Personal Data is decreased, you will make any changes

reasonably required by the ICO, to make the security and processes no lower than the standards of the original Due Diligence.

1.5 You warrant and undertake to the ICO that:

1.5.1 you will only Process ICO Personal Data in accordance with the instructions of the ICO which are set out in Schedule 2 of this agreement, or as provided in writing by the ICO to you from time to time;

1.5.2 you will comply with your obligations under the Data Protection Legislation when Processing ICO Personal Data;

1.5.3 you will assist and fully co-operate with the ICO as requested by the ICO from time to time to ensure the ICO's compliance with its obligations under the Data Protection Legislation which shall include, but not be limited to:

1.5.3.1 completing and reviewing data protection impact assessments;

1.5.3.2 implementing measures to mitigate against any data protection risks;

1.5.3.3 implementing such technical and organisational measures to enable the ICO to respond to requests from Data Subjects exercising their rights under the Data Protection Legislation which shall include but not be limited to:

1.5.3.3.1 providing ICO Personal Data and details of the processing of ICO Personal Data to the ICO in response to a subject access request; and

1.5.3.3.2 deleting and/or rectifying ICO Personal Data in response to a request on behalf of a Data Subject; and

1.5.3.4 assisting with any enquiries from Regulators.

1.6 You shall notify the ICO promptly (but in any event within 24 hours) should you:

1.6.1 receive notice of any complaint made to a Regulator or any finding by a Regulator in relation to its Processing of Personal Data, whether it is ICO Personal Data or otherwise;

- 1.6.2 be under a legal obligation to process the ICO Personal Data, other than under the instructions of the ICO. In which case you will inform the ICO of the legal obligation, unless the law prohibits such information being shared on important grounds of public interest;
 - 1.6.3 receive any request on behalf of a Data Subject of the ICO Personal Data, exercising their rights under the Data Protection Legislation;
 - 1.6.4 become aware that in following the instructions of the ICO, you will be breaching Data Protection Legislation; and/or
 - 1.6.5 become aware of any circumstance which may cause you to breach this clause 1 or which may cause either party to breach the Data Protection Legislation.
- 1.7 You shall only transfer the any Personal Data Processed under this agreement outside the European Economic Area ("EEA") with the ICO's prior written consent.
- 1.8 When Processing ICO Personal Data under this agreement you shall take all necessary technical and organisational precautions and measures to preserve the confidentiality and integrity of ICO Personal Data and prevent any unlawful processing or disclosure taking into account the state of the art, the costs of implementation, the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of the Data Subjects. These shall include, but not be limited to:
- 1.8.1 encrypting the ICO Personal Data stored on any mobile media or transmitted over public or wireless networks;
 - 1.8.2 implementing and maintaining business continuity, disaster recovery and other relevant policies and procedures to ensure:
 - 1.8.2.1 the confidentiality, integrity, availability and resilience of processing systems and services; and
 - 1.8.2.2 the availability and access to ICO Personal Data in a timely manner in the event of a physical or technical incident;
 - 1.8.3 ensuring that all employees and contractors who are involved in the Processing of ICO Personal Data are trained in the policies and procedures set out in this Schedule 1 and are under contractual or statutory obligations of confidentiality concerning ICO Personal Data;
 - 1.8.4 pseudonymise the ICO Personal Data on request by the ICO;

(the "**Protective Measures**").

- 1.9 The Protective Measures shall be regularly tested by you to assess the effectiveness of the measures in ensuring the security, confidentiality, integrity, availability and resilience of the ICO Personal Data and you shall maintain records of the testing.
- 1.10 You shall maintain accurate written records of the Processing you undertake in connection with this agreement which shall contain at a minimum:
 - 1.10.1 your details, the ICO's details, the details of your data protection officer;
 - 1.10.2 the categories of Processing carried out on behalf of the ICO;
 - 1.10.3 the details of any transfers to any third countries, where applicable, and the safeguards in place for that transfer; and
 - 1.10.4 an accurate record of the Protective Measures you have in place.
- 1.11 You shall provide the records set out in clauses 1.7, 1.8 and 1.9 to the ICO or a Regulator on request.
- 1.12 You shall notify the ICO promptly (and in any event no later than 24 hours of discovery) if you become aware of any actual, suspected or threatened unauthorised exposure, access, disclosure, Processing, use, communication, deletion, revision, encryption, reproduction or transmission of any component of the ICO Personal Data, unauthorised access or attempted access or apparent attempted access (physical or otherwise) to the ICO Personal Data or any loss of, damage to, corruption of or destruction of such Personal Data ("**Data Loss Event**").
- 1.13 The notification in clause 1.11 shall include:
 - 1.13.1 the nature of the Data Loss Event, including the categories and approximate number of Data Subjects and records concerned; and
 - 1.13.2 the remediation measures being taken to mitigate and contain the Data Loss Event.
- 1.14 In the event of a Data Loss Event, the ICO shall at its sole discretion determine whether to provide notification to the Data Subject, any third party or Regulator and you shall not notify the Data Subject, any third party or Regulator unless such disclosure by you is required by law or is otherwise approved by the ICO. The ICO shall approve all notifications to Data Subjects, third parties or Regulators which it determines are required or appropriate.

- 1.15 In the event of a Data Loss Event, you shall promptly provide all assistance as required by the ICO.
- 1.16 You shall not provide any third party with access to ICO Personal Data or sub-contract any of your obligations under this agreement without the prior written approval of the ICO.
- 1.17 Where authority has been granted by the ICO to you to engage any sub-contractor in accordance with clause 1.15, you shall:
- 1.17.1 undertake Due Diligence on any sub-contractor equivalent to the Due Diligence undertaken on you by the ICO under this agreement; and
 - 1.17.2 put in place with any sub-contractor contractual data processing provisions equivalent to those in place between you and the ICO under this agreement.
- 1.18 You shall remain liable for the Processing activities of such sub-contractor.
- 1.19 You shall provide all necessary information and assistance to the ICO in order for the ICO to verify your compliance with your obligations under this agreement and the Data Protection Legislation including, without limitation:
- 1.19.1 allowing the ICO and its advisors to inspect and make copies of the records required under this clause 1; and
 - 1.19.2 allowing access to your premises on reasonable notice and provide all reasonable assistance to the ICO to enable the ICO to audit your compliance with the Protective Measures.
- 1.20 Unless required by law, you shall, upon termination or expiry of the agreement for whatever reason, at the option of the ICO, either securely delete or return all ICO Personal Data to the ICO. If required by law to retain a copy, you shall inform the ICO what it is retaining and the legal reason why it needs to be retained.
- 1.21 The ICO may, at any time on not less than 30 working days' notice, revise this clause 1 by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to this agreement).
- 1.22 The parties agree to take account of any guidance issued by a Regulator. The ICO may on not less than 30 working days' notice to you amend this agreement to ensure that it complies with any guidance issued by a Regulator.

1.23 You shall indemnify and keep the ICO indemnified against any loss, damages, costs, expenses (including without limitation legal costs and expenses), claims or proceedings whatsoever or howsoever arising from your;

1.23.1 breach of this clause 1; and/or

1.23.2 unlawful or unauthorised Processing, destruction and/or damage to ICO Personal Data in connection with this agreement.

Schedule 2

DATA PROCESSING ACTIVITIES

1. PROCESSING

1.1 The details of the Processing taking place under this agreement are set out below:

Subject matter of the Processing	You shall Process Personal Data in completing the Services under this agreement.
Duration of the Processing	The Processing will only be undertaken at the instruction of the ICO during the term of this agreement.
Nature and purpose of the Processing	You may be instructed to collect, record, disclose to the ICO and delete the Personal Data for the purpose of enabling you to perform the Services under this agreement.
Types of Personal Data	You may be required to Process Personal Data relating to employees of the ICO and other TAP members, which may include Personal Data held by the ICO in relation to such employees or TAP members.
Categories of Data Subject	Employees of the ICO. TAP members.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	You shall not keep Personal Data Processed on behalf of the ICO under this agreement any longer than is reasonably required by you and shall be returned or destroyed in accordance with the agreement.

From: Adam Ingle
To: Claudia Hunt; Abigail Saul; Mark Greenwood; John Best; Margaret Wilson-Savage; Assiya Hussain
Subject: RE: Technology Advisory Panel - Final Approval of Contracts of Engagement. (Subject to legal advice privilege)
Date: 20 October 2022 10:36:04
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.jpg](#)
[image005.png](#)
[image006.png](#)

Thanks Claudia for the DOIs, we'll forward them onto panellists. It'd be great to know who in HR can sign the contracts, we'll then forward to them onto panellists asap.

On second thoughts, I think we'll make the start date end of November just to accommodate quarterly meetings over the two year tenure.



Adam Ingle
Group Manager (Foresight Team)
Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
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From: Claudia Hunt <Claudia.Hunt@ico.org.uk>
Sent: 19 October 2022 15:45
To: Adam Ingle <Adam.Ingle@ico.org.uk>; Abigail Saul <Abigail.Saul@ico.org.uk>; Mark Greenwood <Mark.Greenwood@ico.org.uk>; John Best <John.Best@ico.org.uk>; Margaret Wilson-Savage <Margaret.Wilson-Savage@ico.org.uk>; Assiya Hussain <Assiya.Hussain@ico.org.uk>
Subject: RE: Technology Advisory Panel - Final Approval of Contracts of Engagement. (Subject to legal advice privilege)

Hello Adam,

The DOI is an appendix to the policy [Declaration of Interest and Secondary Employment Policy.pdf](#)

[@Margaret Wilson-Savage](#) is acting Head of HR Operations, any DOIs need to be sent on for her approval.

In terms of the contract, I think it does still need signoff on behalf of ICO but I don't necessarily think that needs to be Mags. For example, for secondment agreements it's the People Manager or HoD. [@Margaret](#) any thoughts on this?

Also looping in [@Assiya](#) FYI.

Kind regards
Claudia

Logo



Claudia Hunt

Group Manager – HR Operations

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

T. 0330 414 6343

F. 01625 545876 ico.org.uk twitter.com/iconews

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From: Adam Ingle <Adam.Ingle@ico.org.uk>

Sent: 19 October 2022 13:11

To: Abigail Saul <Abigail.Saul@ico.org.uk>; Mark Greenwood <Mark.Greenwood@ico.org.uk>; Claudia Hunt <Claudia.Hunt@ico.org.uk>; John Best <John.Best@ico.org.uk>

Subject: RE: Technology Advisory Panel - Final Approval of Contracts of Engagement. (Subject to legal advice privilege)

Section 42

@Claudia Hunt, can I ask if HR has any copies of the Declaration of Interest form? We mention it in the attached contracts of engagement. Further, we have Michael down as HR Operations head to sign each contract but I understand he has moved on – is there another person in HR that is able to sign these on behalf of the ICO (or indeed do they require signing?)

@John Best, I'd be grateful if you could please re-read these contracts and also fix up the formatting at the end. Then could you please work with HR (Claudia or whoever she nominates) to secure ICO signatures and then send off to Core Team / Expert Pool members for their info? Please go over the top of the existing emails I / and Abi sent to those members.

FYI – I've put down **1 November 2022** as the start date, anticipating that the first TAP session will be in January 2023.

Logo



Adam Ingle

Group Manager (Foresight Team)

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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