Charter

Version History:

Version	Date Created/Modified	Date of Committee Approval
1.0	*30 May 2018*	*1 June 2018*
1.1	*15 July 2019*	*16 July 2019*
2	**19 May 2020**	**20 May 2020**

Content

History and Overview

The Asia Crisis and Security Group (ACSG) was founded in 2006 following the Tsunami that struck parts of Asia on 26th December 2004. Many corporate security professionals in the region responded to this incident to aid their employees in the region, arranging evacuations for employees who needed assistance in Indonesia, Thailand and Sri-Lanka. As with all major crisis events, it was a busy and challenging time for those in corporate security roles. What struck many who worked through the aftermath was the extent to which security professionals in the industry cooperated despite working in a diverse variety of companies.

Around twenty security professionals who had worked through the Tsunami response met to discuss lessons learnt from the crisis to ensure that we could cooperate more efficiently during any future crisis. ACSG was founded on the back of this meeting and the mandate has since expanded to embrace various components of the corporate security spectrum across industries, including physical security, intelligence, brand protection, investigations, business continuity, crisis management, fraud, financial crime, etc.

ACSG is currently registered as a Society in Hong Kong. Membership is drawn from security professionals working for corporates, NGOs and Government organisations with operations in Asia.

Purpose and Values

The purpose of the Asia Crisis and Security Group (ACSG) is to empower corporate security and crisis professionals, across the Asia-Pacific region, through trusted connections and shared knowledge. The ACSG seeks to achieve this through:

- **Networks** – developing and maintaining a comprehensive, region-wide, cross-industry network for corporate security and crisis professionals. This includes a membership directory and both professional and social networking opportunities.
- **Information Sharing** – leveraging our trusted network to provide engagement and information sharing opportunities both in the routine management or urgent response to security and non-routine disruption risks. This is provided through a range of activities such as meetings, conferences, chat groups, surveys, polls, website and webinars.
- **Professional Development** – facilitating opportunities to develop specialist and generalist knowledge related to security and crisis management by sharing best practices and facilitating mentorship throughout all stages of career.

The ACSG is based on three core values:

- **Trust** – our membership can be trusted to protect shared information and never use it for commercial or personal advantage.
- **Engagement** – our membership will engage actively and professionally in a non-competitive way to mutually support each other during both routine operations and crisis situations.
- **Inclusion** – our membership respects diversity of characteristics, experiences and thought. We actively seek to foster inclusion and diversity regardless of industry, professional background, ethnicity, age, sex, disability, sexuality, religion or any other arbitrary characteristics.

Organisation and Structure

As an organisation run by volunteers for the benefit of its members, ACSG's structure and organisation is simple but sufficient for its needs to ensure it retains its tactical approach but maintains strategic vision. In summary, it consists of:

- ACSG Steering Committee (The Committee). Formed by twelve (12) members from whom are drawn a Chairperson, a Treasurer and a Secretary (these three will serve as the registered Officer Bearers)
- An Advisory Board (AB) consisting of several (typically 2) non-executive former committee members designed to provide rigorous, objective insight as and where required.
- Adjudicator. The AB will appoint an independent adjudicator for the purposes of overseeing the committee elections.
- Working Groups (WG). Assigned for specific tasks such as the Annual Salary Survey and Annual Risk Survey. WG leaders to be assigned by the committee.
- Third Party Administrative Support. A service provider is retained to provide on-hand admin support to the ACSG and its members.

Committee Elections, Tenure and Standards

The ACSG Committee comprises of up to twelve individuals elected from within the membership. The process of appointing the Committee will take place every other year and follow these guidelines:

- In the second week of January, the ACSG Advisory Board sends out a call for nominations. Regular members can nominate themselves for a position on the Committee. The nominations are accepted over a ten-day window. All nominations are sent to an independent adjudicator, cc to the ACSG Advisory Board.

- Once all nominations are received, the ACSG Advisory Board assigns a voting period, usually lasting for two weeks. Members can vote for up to 12 individuals to form the committee.

- Once voting closes, the independent adjudicator counts the votes and declares the result to the ACSG Chair. This result is then communicated to the members who have been elected to the committee. Once they have agreed to join, the result is declared to the wider membership and the committee comes into effect.

- A reserve list of two candidates should be maintained, whenever possible, in the event that a committee member needs to be replaced.

The newly elected committee serves for a term of two years, unless circumstances demand that a member must stand down. That being the case, the first reserve from the previous election will be approached to fill the vacancy (see below). All committee members are required to attend at least one ACSG meeting per year in person, are expected to participate in the monthly committee calls and are required to be involved in the planning of at least one meeting or event per year.

In the event a committee member resigns, or a position becomes vacant during the two-year term, the following guideline applies to back-fill the vacancy:

- The committee will approach the person who finished next on the last membership vote for the committee and offer them the opportunity to fill the vacancy until the end of the current term. This is only to occur where the individual remains a current member of the ACSG and of good standing.

- Where no additional candidate is available from the last vote, the committee may elect to hold a by-election for that single vacancy or if within the last six months of the committee's term, the position may be left vacant until the next election.

To ensure appropriate governance and accountability, the Committee will establish a number of specific roles and working groups. The committee will determine and continually review the roles and groups required, selecting members of the committee to undertake these functions.

Meetings: The committee will meet every month to discuss meetings, initiatives and administrative actions.   The AGM usually will take place between October - December just before the annual ACSG event held in HK. In addition, the Committee communicates via email and a dedicated chat group.

Quorum: Any formal decisions taken by the committee will be passed by a simple majority but only if the quorum of >50% is reached – that is above six (6) committee members present.

The Committee also addresses any questions, grievances, complaints or escalations received from the membership.

All Committee members are required to hold themselves to the highest standard of conduct, as would befit the leader of a multinational security industry forum. Any transgressions by a Committee member will result in immediate removal from the committee and will result in a review of membership of the group.

Registration Status and Accounts

The ACSG was registered as a Society under the Hong Kong Societies Ordinance (cap 151) on 18th May 2006, number 0033507.

The ACSG accounts are managed by the Steering Committee's appointed Treasurer. Whilst there is no formal requirement under Hong Kong law for the accounts to be audited, the growing membership and wider responsibilities of the ACSG have convinced the Committee that its accounts, from henceforth will be audited on an annual basis. The accounting period will run from 1st April to 31st March. The annual management accounts will be produced and audited by an appointed HK Chartered accountant. The audit company is to be reviewed every 2 years by the committee and reassigned or reappointed as appropriate. An electronic version of the audited accounts will be made available for Regular Members.

Our Code of Conduct

Consistent with our principles of Trust, Engagement and Inclusion, the ACSG Code of Conduct (the Code) lays out a model standard of behaviour and engagement expected of our members. All ACSG members are required to adhere to this Code. Violation of the terms of the Code will result in a review of membership of ACSG including written warning, suspension or termination of membership. The Code covers behaviour associated with all ACSG meetings, networking events, social media platforms, online platforms and any other forum associated with the ACSG brand.

1. All ACSG platforms exist primarily for the following functions:

    o   To inform, notify, alert or request information in respect of a potential or ongoing security or crisis event.
    o   To discuss, share and provide responses, actions, mitigation or impact related to potential or ongoing security or crisis events.
    o   To discuss and share debate industry best practices and standards.
    o   To carry out benchmarking in relation to security issues.
    o   To assist members to connect to other members for professional reasons.

2. All ACSG content is shared under the Chatham House Rule agreement. For an understanding of the Chatham House Rule, please refer to this link.

3. Communication within ACSG must adhere to regular professional standards of conduct befitting the seriousness of the mission entrusted by our organisations to security professionals. This extends to the choice of words, intent, as well as behaviour.

4. ACSG members must refrain from remarks that may be construed as biased and targeting any individuals or community specifically and must remain respectful of cultural and social norms across the markets we operate in, within the Asia-Pacific region.

5. Inflammatory content, such as graphic videos, jokes, offensive/illegal/defamatory material may not be shared within any ACSG groups. If you have a question about the appropriateness of content, please consult a committee member directly or email admin@acsg.asia.

6. ACSG does not engage in commercial decision-making and does not participate in or endorse or support anti-competitive behaviour or activities. Selling or soliciting business from within the ACSG membership is prohibited.

7. ACSG chat groups operate in an informal, self-moderating manner. However, should any content be in contravention of this code, or separate guidelines issued specific to these platforms, you may be contacted by an ACSG committee member to remediate or have your access suspended.

8. ACSG platforms seek to avoid the following practices:

- The posting of irrelevant chatter, chatter between limited members, links, forwarded messages, jokes and other unrelated content. Messages, posting or content without any defined intent of conversation.
- Extended discussion or analysis on past events where a discussion would be more appropriate on the ACSG web forum or between individual members in a small group.
- Any content which may be deemed offensive, illegal or defamatory as per your own organisation's guidelines.

Escalations:

- If you assess any content that is in contravention of any component of the ACSG Code or value statements, please message a committee member directly or email admin@acsg.asia.
- A member of the committee will contact you within 48 hours with a response.
- All perspectives will be considered. All members involved will be contacted and consulted prior to arriving at a decision.

Remediation:
If a violation of the Code of Conduct is found to have basis, the member will be contacted by an ACSG Committee member and the following steps will be taken:

- An appropriate verbal or written warning will be issued to the individual concerned for a first-time occurrence.
- If there is a repeat violation by the same member, the ACSG & Committee may consider suspension or termination of membership.
- Any members terminated in poor standing may be reconsidered for membership in the future only at the discretion of the ACSG Committee.

If you have any questions about the Value Statements or updated Code, please message/email a committee member directly or email admin@acsg.asia.

Diversity and Inclusion

ACSG appreciates the importance of creating an environment in which all of our members feel valued, included and empowered to bring great ideas to the table. We are committed to encouraging and fostering diversity, inclusion and a strong sense of community for all members.

We recognize that each member's unique experiences, perspectives, and viewpoints across our various companies are critical to creating suitable programmes and solutions. Therefore, our goal is to foster an environment that is an incubator for great ideas, is attractive to the best talent from across the industry, and that creates a profound sense of pride across our group; thereby adding value to holding ACSG membership.

Our diversity and inclusion efforts include:

- Leading and managing inclusivity – embracing different cultures, ethnicities, genders and sexual orientations
- Creating an environment that fosters growth and advancement within the industry
- Engaging with our members in a way that reflects and respects their unique perspectives and experiences

Membership Categories & Criteria

Membership of the ACSG is intended for corporate security and crisis-related professionals with accountabilities covering all or part of the Asia-Pacific (APAC) region. Provision is also made for new entrants into the profession through subsidised membership options. This edition of the charter sees significant changes applied to the categories and criteria governing membership which, in summary, are:

- Name change: From Full membership to Regular membership. In addition, the seniority wording is removed.

- **Removal** of NGO category: colleagues in NGO security sector will have to apply for Regular Membership; New Professional Membership (if applicable), or Sponsored Membership if funding is a concern.

- **Removal** of Associate Membership: while the category will no longer be highlighted on the website for those members that are currently registered as an Associate Member, it will be maintained for 2020. Thereafter, holders of this category will be referred to the other membership options upon renewal. Applications by SOC's and Country Managers will be very much welcomed and can sign up for either Regular Membership, New Professional Membership (if applicable) or Sponsored Membership if funding is a concern.

- **Changes** to the requirements of Government members: applicants will only be considered if they are directly responsible for the physical security of agency personnel and assets, on a day to day basis, within the APAC region or sub-region; and/or directly supporting private sector organisations with their physical security or crisis management needs within the APAC region or sub-region. Agency liaison officers would typically not meet the requirements for membership.

- **Changes** to the membership fees: please see table below.

Existing requirements that merit repetition are:

- Vendors, suppliers and consultants are not permitted to be members of the ACSG, except where they are an embedded security/crisis role holder within a corporate business and only as a representative of that host business and not their parent organisation.

- It is a requirement that anyone using the ACSG's platforms are registered and maintain an appropriate category of membership.

- To facilitate the effective running of the ACSG, membership dues and event fees are collected. Membership and event access will be suspended where fees are not paid within reasonable timeframes.

- Maintaining membership – it is the responsibility of the members to maintain and update their own information by informing ACSG Admin on any changes of circumstances, changes of company, changes, updates to phone numbers and emails.

Membership Details

Category	Membership Criteria	Tenure Limits
Regular Member	- Employed in the private sector for 3+ years (this includes NGOs) - That includes coverage of APAC or an APAC country(s) - In one or more of the following professional fields: - Physical security - Crisis management - Intelligence - Investigations - Business continuity - Cyber security - Applicants with <3 years private sector at Director level or above will be considered - Applicants of other risk professions may be considered on a case-by-case basis - Service providers and consultants are not eligible - Applicants on a service provider payroll but embedded full time in a corporate role may be accepted on a case by case basis subject to evidence and conditions	- Annual renewal required - Membership ends immediately if: - Requested by the member - Membership criteria no longer met - Not financially current after 3 months of a financial due date - Serious breach of code of conduct or ACSG values - Taking employment as a service provider or in a government role - No refund of fees will occur - Any member transitioning between roles may remain an active member for up to 3 months during that transition
New Professional	- Employed in the private sector for <3 years - Otherwise meets the requirements for Regular membership - Applicants with <3 years private sector, but at Director level or equivalent should apply for regular membership	- As for regular membership; or - Member achieves 3 years in the private sector where they will be required to transition to full membership at next renewal
Sponsored Member	- Applicant meets the requirements for Regular or Associate membership - Financial or other significant criteria prevent organisation sponsorship of membership - Consideration for this category requires a written application to the ACSG Committee setting out a case for consideration and sponsorship under this category - Acceptance under this category is limited. It is primarily intended for smaller, non-government organisations with limited resources and will be assessed by the ACSG Committee on a case by case basis	- As for Regular membership; or - When the ACSG Committee withdraws the sponsorship

Category	Membership Criteria	Tenure Limits

Government Member	• Applicant is an employee of a government agency or program
	• It should be a management role that is directly responsible for:
	  ○ Physical security of agency personnel and assets, on a day to day basis, within the APAC region or sub-region; and/or
	  ○ Directly supporting private sector organisations with their physical security or crisis management needs within the APAC region or sub-region
	• There must be a clear and ongoing benefit to the ACSG of the membership as judged by the ACSG Committee
	• Agency liaison officers would typically not meet the requirements for membership
		• Annual renewal required
		• Membership ends immediately if:
		  ○ Requested by the member
		  ○ Member changes role or agency
		  ○ Not financially current after 3 months of a financial due date
		  ○ Serious breach of CofC or ACSG values
		  ○ ACSG Committee assesses the relationship no longer benefits the ACSG
		• No refund of fees will occur

Alumni Member	• Former ACSG member of good standing that no longer meets the requirements for other categories of membership
	• Security-related service providers and consultants are not eligible
		• Annual ACSG Committee review required
		• Membership ends immediately if:
		  ○ Requested by the member
		  ○ Membership criteria no longer met
		  ○ Not financially current after 3 months of a financial due date
		  ○ Serious breach of Code of Conduct or ACSG values
		  ○ Taking employment as a service provider or a conflict of interest is identified
		• No refund of fees will occur

Membership Fees & Benefits

ACSG aims to maintain fees at a level that is good value for money for the services the member can expect – namely the provision of a number of first rate annual events culminating in the annual members' meeting held in Hong Kong late every year; on-line chat forums covering each APAC country and a first class resource in the form of the website which includes a contact list; available jobs and resources drawn from previous forums and surveys.

Category	Annual Fee $USD	Membership Benefits									
		Access to the ACSG Member Network	Attend Regional Member Meetings	Attend Info Sharing Calls and Webinars	Take part in and receive ACSG bench-marking	Member of online info sharing chat groups	Access to ACSG website and forums	Member voting rights	Right to nominate for an ACSG Committee role	Take part in the ACSG Mentor programme	Attend ACSG social and networking events
Regular Member	150	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
New Professional	75	✓	✓	✓	✓	✓	✓	✓		✓	✓
Sponsored Member	Waived	✓	✓	✓	✓	✓	✓	-	-	✓	✓
Government Member	150	✓	*Open sessions*	*Open sessions*	*Open content*	✓	-	-	-		✓
Alumni Member	25	-	-	-	*Salary Survey only*	-	-	-	-	✓	✓

Note: Open sessions/content means attendance/access is open to most content; however, there may be occasions where closed sessions are held, or content is restricted to other membership categories.

Professional Development Initiatives

ACSG endeavours to provide a professional networking and development platform for security professionals in the Asia-Pacific region by hosting several events and organizing programmes aimed at supporting security professionals in their careers. Here are some initiatives organized or supported by ACSG:

- **Meetings and Networking Events**
  - ACSG organizes meetings for members in various locations such as Jakarta, Bangkok, Singapore, Mumbai, Shanghai and Hong Kong. These meetings consist of an agenda focused on security mitigation, threat analysis, crisis response, and career development. In addition to the formal meetings, ACSG also works with members to organize networking events for members and non-members.

  - ACSG also hosts a content library, jobs board, and discussion platform on an online platform hosted on www.acsg.asia. ACSG has organised several groups on the messaging application Telegram to discuss crisis events, facilitate quick information exchange and time-sensitive discussions.

- **Strategic Partnerships**
  - ACSG has strategic partnerships with several security industry groups across the world. This allows ACSG members to access meetings organized by other groups, obtain discounted prices (where applicable) and access member resources. ACSG has active partnerships with Overseas Security Advisory Council (OSAC); International Security Management Association (ISMA); Asia Pacific Association of Threat Assessment Professionals (APATAP); Transported Asset Protection Association Asia Pacific (TAPA APAC; and Asia Pacific Analyst Roundtable (APAC AR).

- **Mentoring Programme**
  - ACSG runs a mentoring programme twice a year for the security industry. Potential mentees and mentors can sign up for the programme and will be matched via an ACSG sub-committee.

- **Diversity and Inclusion Event**
  - ACSG is committed to furthering the induction, retention, professional growth and inclusion of diverse hires in the security industry in the Asia-Pacific region and across the industry worldwide. We host an annual Security Industry Diversity Symposium and look to partner with groups and individuals working on this topic.

Website and Membership Communications

ACSG maintain a website (www.acsg.asia) as the primary public facing platform. The website has member-only sections. All members are encouraged to participate in the discussion section (certain topics on Electronic Communications (EC) groups may be moved to the discussion section to maintain the EC groups' focus on operational matters.

Due to geographical diversity, communication to members is mainly by email. Members are encouraged to participate in member events in order to network and develop constructive working bonds across the membership.

Process for Modifying Charter

Background
- The Charter was drawn up and ratified by the ACSG Steering Committee (the Committee) on 1st June 2018.
- This Charter will be maintained by the Committee.

Modification
- To modify the Charter, a Committee member can propose a change to the Committee.
- Once the Committee agrees with the proposed change in-principle, the proposer drafts a form of words for review by the Committee.
- The Committee will review the form of words, make any suggested edits, and debate the merits of the change.
- Once the change and the wording are approved by the Committee by a simple majority[1], the text of the Charter document will be updated.
- The relevant columns of the Version History table will need to be updated. If a section is added/removed or over 70% of the content is changed, please add a new version number. If less than 70% of the content in a section is changed, please create a decimal point change. For example, the current version is 1.0. If over 70% of the membership criteria is changed or a new section is added to the document, please label the new version 2.0. If less than 70% of the Code of Conduct is changed, please label it version 1.1 in the Version History.

Committee members are required to keep in mind the following:
- Proposed change(s) must be discussed in full and understood completely by all Committee members, even though only a simple majority is needed to accept a change.
- In the event of strong objection to a change by a Committee member, all other committee members must endeavour to build consensus before approving the change.
- The Charter document must always remain relevant and up to date.

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[1] Provided the committee members are forming a quorum – that is more than 6 members.

Electronic Communications (EC) Groups Guidelines

**Cover note to members which will be put in each EC group before posting new guidelines
and then used as a cover note in the mail to members with guidelines**

Dear ACSG Members and [Telegram][2] Users,

We recently conducted a survey to better understand user perspectives on ACSG communication tools, with a key focus on [Telegram] group and ACSG website usage. The survey was undertaken in response to concerns raised by members, particularly with respect to the Hong Kong/Macau Telegram group.

Many thanks to all the members who took the time to participate in the survey; many members also provided detailed written responses which we have read and discussed. Your valuable inputs will help refine ACSG's approach to the use of communications platforms, including [Telegram] groups and the ACSG website.

Having reviewed responses, we note some of the following common member concerns:

- Certain posts which were not adding value to understanding, or better informing users;
- Lack of open or constructive discussion;
- Too much 'chat' or banter;
- Strong opinion without significant analytical merit;
- Perception of bias and lack of room for discussion or counter-perspectives;
- Too much non-contextual information and/or images that overwhelm the group.

The ACSG Steering Committee wishes to ensure all ACSG discussion forums are more useful for users, and seeks to encourage posts and discussions with stronger, more thoughtful consideration, clearer analytical/contextual objective commentary and respectful communication amongst members. We would like to ensure all users feel able to share in open discussion and hope users will strive to post contextual information of wide utility and interest while reducing 'chatter' and clutter in the groups.

The attached document sets forth enhanced guidelines in hopes of improving the utility of [Telegram] platforms to members. Going forward, you will also see Committee members asking more questions around posted content: trying to show by example that questions on content are not aimed at undermining a particular posting but instead intended to generate a more constructive environment. You will also note more frequent removal of posts which do not add value to users. The Committee will

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[2] Telegram is the preferred EC platform at the time of writing and will inevitably be superseded by a more capable platform in due course.

Property of ACSG – Updated 19 May 2020
Classification: Internal for members and prospective members only.

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consider removal of posts via internal discussion and it is not a single moderator making decisions for removal unless content is in gross violation of the ACSG Code of Conduct (see 'Inflammatory content').

The Committee needs to manage posted content in consideration that such content could be subject to local laws on appropriateness as well as in consideration of fellow users' organisational standards, particularly as some devices used are provided by their organisation.

We would also note that we are operating in a cross-cultural environment with experience and perspectives as broad and diverse as the region we work in. Misunderstandings will occur in a social media environment where messages are kept short and can sometimes seem abrupt.

We would welcome any additional feedback via admin@acsg.asia or via a Committee member directly.

Thank you,

ACSG Steering Committee
[Date of message]

Full EC Note to be pinned to each group

CONFIDENTIALITY & INTEGRITY - RESPONSIBLE & CONSTRUCTIVE USE

CONFIDENTIALITY & INTEGRITY
Please note that there is a very strong expectation within the ACSG community that information exchanged on any platform or forum should be treated as confidential, aligning with the principles of Chatham House (https://www.chathamhouse.org/chatham-house-rule).

Users should consider how they use shared information when discussing with other parties. It is appropriate to discuss the information shared in general terms but to not quote individual users or organisations. If you feel there is a benefit to your own discussion internally to be able to quote another organisation or person then please do seek their agreement to that.

If the Committee has probable cause to believe any user of our forums has passed information to external parties in an inappropriate manner, then they will be removed from all forums and ACSG membership withdrawn. Examples of such could be specific comments made on a vendor, specific comments made by an individual about an issue, or benchmark information on member activities being passed to an external party who would gain commercial advantage.

RESPONSIBLE & CONSTRUCTIVE USE

The ACSG forums reflect the professional nature of the users on the forums. Please consider the content that you post and the reason for doing so. All posts on ACSG platforms are expected to be in line with the ACSG Code of Conduct, available on the ACSG website (https://acsg.asia/Code-of-Conduct).

In addition, please follow the below guidelines when posting:

General Guidelines

Bear in mind that many members may not have familiarity with the geography in question; situational context will help members based in other countries gain insight into an unfolding event or discussion. As a rule, members should be able to scroll up/back through a discussion and discern the contextual shape of an incident or discussion.

The Message Board is better suited to more general discussions as this is not designed to reflect developing incidents.

Posting of Tactical/Incident Information

Context - Provide contextual information to updates and situation reports to ensure all group users understand the intent and value of a post. Where possible/relevant, seek to provide basic details with respect to source, time, date, location, and potential significance/impact of incident information.

Use of Pictures - Images can be very useful. However, please post in limited volume and consider whether a few points of description would enhance value for other group users or replace the need for images in some cases. Images which are unnecessarily graphic or contain personally identifiable information are not appropriate and will be deleted.

Opinion and Analysis

Provide supporting commentary on information posted as an assessment. If posting an opinion piece or analysis, provide commentary or pose questions. It is often helpful to clarify how such opinion may impact an organization's security posture, long-term outlook, response plan, or risk assessment.

Intelligence and Information sharing

Source or credit intelligence/information that is posted with to allow members to assess level of credibility. If such accreditation is not available, then state such and ask for validation. Apply a reasonable level of scrutiny to social media posts—when there is doubt, seek corroboration or clarify that something is not yet established as fact.

Posting of News Items

Most members are following mainstream news feeds already and will normally encounter articles circulated in mass media. Only post news items that offer significant value; include commentary on the impact, uniqueness or relevance.

Bias

Keep all posts neutral and impartial. If guidelines above are considered appropriately then any post that may be perceived as having bias will have context and support.

Polls

Members are free to create benchmarking polls, but best practice is to pose the potential question set or issue area to a Committee member first for discussion.

Committee Guidelines on Moderation

Clearly offensive language, unless part of a quoted article/message, should be removed by any committee member with Admin rights. If in doubt, then flag on the Committee EC group.

Commentary in the EC groups which is on behalf of a Committee decision should be delivered with "Posted on behalf of the ACSG Committee."

Should any post be removed, the Committee will address the author to let the author know why the post was removed.
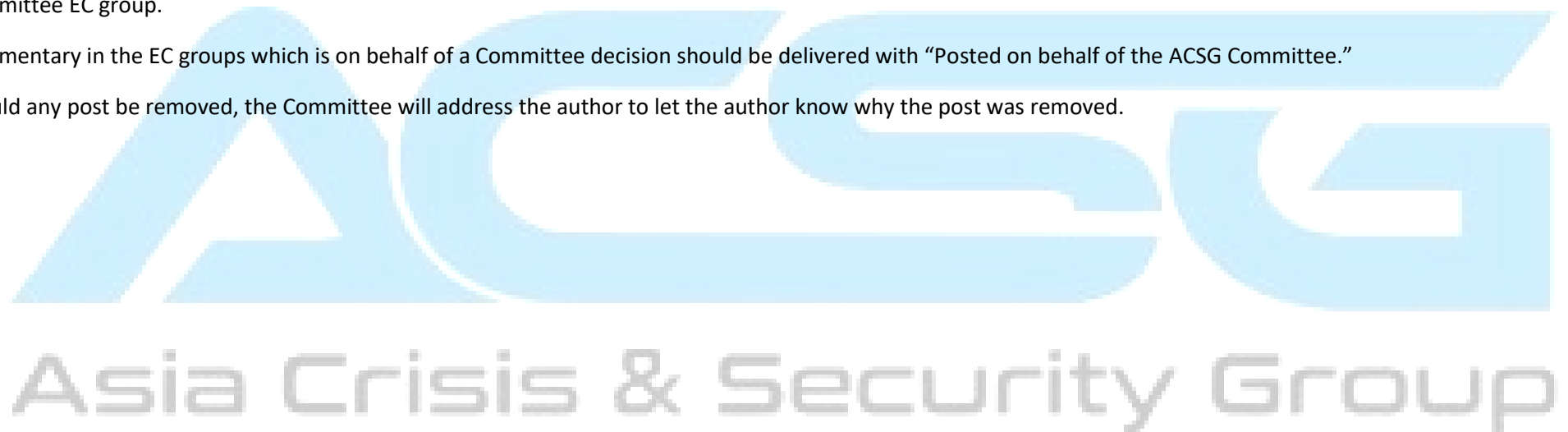
Privacy Notice
Notice to members which will be put in each Electronic Communications group or any other message sent out by the ACSG which will require members to divulge information about themselves

Background

This privacy notice discloses the privacy practices for www.acsg.asia. This privacy notice applies solely to information collected by this website. It will notify you of the following:

- What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
- What choices are available to you regarding the use of your data
- The security procedures in place to protect the misuse of your information.
- How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfil your request,

Unless you ask us not to, we may contact you via email in the future to tell you about events or services, or changes to this privacy policy.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address given on our website:
- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security

We take all reasonable precautions to protect your information. When you submit personally identifiable information (PII), or sensitive personal information (SPI), via the website, your information is protected both online and offline.

Wherever we collect sensitive information that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

Only those who need the information to perform a specific task (for example, member related services) are granted access to personally identifiable information.

Registration

In order to become a member and sign up for events, certain registration form(s) must be completed. During registration a user is required to give certain information (such as contact name and an email address). This information is used to contact you about our billing, events and member services

Cookies

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and enhance the experience on our site. The usage of a cookie is in no way linked to any PII on our site.

We partner with another party to provide specific services. When the user signs up for these services, we will share names, or other contact information that is necessary for the third party to provide these services. These parties are not allowed to use PII except for the purpose of providing these services.

Links

This website may contain links to other sites. Please be aware that we are not responsible for the content or privacy practices of other such sites. We encourage our members to be aware when they leave our site and to read the privacy statements of any other site that collects PII.

If you have any concerns about this privacy policy, please us immediately via admin@acsg.asia.