

CORK DEAF ASSOCIATION PRIVACY STATEMENT FOR SUBSCRIBERS

In accordance with the General Data Protection Regulation (GDPR), we have created this privacy statement to inform you, our subscribers, of the types of data we process about you.

We also include within this statement:

- the reasons for processing your data
- the lawful basis that permits us to process it
- how long we keep your data for
- your rights regarding your data.

This statement applies to Cork Deaf Association email subscribers.

A) DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, obvious, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be corrected or deleted without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a secure way to protect against unauthorised or unlawful processing, accidental loss, destruction or damage.

B) TYPES OF DATA HELD

We process the following data on subscribers:

- Name and email address
- Subscriber IP

C) COLLECTING YOUR DATA

You provide your name and email address to us when you subscribe to the Cork Deaf Association.

D) LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only. We process your data in order to provide you with information about Cork Deaf Association activities and other activities which we believe will be of interest to you. We rely on the lawful basis of consent to email our subscribers.

E) SPECIAL CATEGORIES OF DATA

Special categories of data are data relating to your:

- a) health
- b) sex life

- c) sexual orientation
- d) race
- e) ethnic origin
- f) political opinion
- g) religion
- h) trade union membership
- i) genetic and biometric data.

Most commonly, we will process special categories of data when the following is true:

- a) you have given clear consent to the processing
- b) we must process the data in order to carry out our legal obligations
- c) we must process data for reasons of major public interest
- d) you have already made the data public.

Our email subscription list does not include information relating to special categories of data.

F) FAILURE TO PROVIDE DATA

If you do not give us data, we will not be able to provide you with Cork Deaf Association updates and general information.

G) WHO WE SHARE YOUR DATA WITH

- Employees within our company who have responsibility for managing the Cork Deaf Association subscriber's list.
- As well as the data we collect for the purpose of providing information to you, we use a mailing list powered by MailChimp, in order to be able to contact you with Newsletter/General Information emails. MailChimp may store this information on servers outside of the European Economic Area (EEA), however they operate a privacy shield policy for data protected under the GDPR. Please look at the following link if you wish to see MailChimp's Privacy details - <https://tinyurl.com/y8mh9xcv>

H) PROTECTING YOUR DATA

We know that we have to make sure your data is kept safe and protected against being accidentally lost, seen by people who shouldn't see it, destroyed or not used in the right way. We have put measures in place to protect against any of these things.

I) RETENTION PERIODS (How long we keep data)

We only keep your data for as long as you wish to receive information from us. You can unsubscribe from our mailing list at any time. We will review our subscriber's list on an annual basis and remove any inactive subscribers (people who have not opened our email campaigns within the last six months.)

J) AUTOMATED DECISION MAKING

Automated decision making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you on the basis of automated

decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

K) DATA SUBJECT RIGHTS

You have the following rights in relation to the personal data we hold on you:

- a) the right to be informed about the data we hold on you and what we do with it;
- b) the right of access to the data we hold on you. (More information on this can be found in our separate policy on Subject Access Requests);
- c) the right for any wrong data we hold on you to be corrected. This is also known as 'rectification';
- d) the right to have data deleted in certain circumstances. This is also known as 'erasure';
- e) the right to restrict the processing of the data;
- f) the right to transfer the data we hold on you to another party. This is also known as 'portability';
- g) the right to object to the inclusion of any information;
- h) the right to regulate any automated decision-making and profiling of personal data.

L) CONSENT

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

M) MAKING A COMPLAINT

If you think your data rights have been breached, you are able to raise a complaint with:
Office of the Data Protection Commissioner. Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23, Ireland.
Phone +353 (0761) 104 800 | LoCall 1890 25 22 31 Fax +353 57 868 4757
Email info@dataprotection.ie

N) DATA PROTECTION COMPLIANCE The CDA Manager is responsible for data protection compliance.
Name: Gerrie O' Grady Phone: (021) 4505944 Email: gerrie@corkdeaf.ie