

Kilkishen Development CLG

Data Retention Policy

This policy is a statement of how Kilkishen Development CLG collects, uses and stores information, how long data is stored and how often data retention is reviewed. This is in compliance with General Data Protection Regulation (GDPR) which seeks to harmonize privacy laws across Europe, heighten accountability for how personal data is acquired and handled and give EU residents more control over their personal data.

Collecting information

Individuals provide us with their contact details in the following ways (*examples given below*):

- *Submitting details in order to register to attend an event*
- *Submitting details to Mail Chimp in order to receive newsletters and information*
- *Signing attendance sheets and ticking an 'opt-in' box to go into contact database*
- *Requesting inclusion on database by email or telephone (in which case a form must be filled and an 'opt-in' box ticked)*
- *Signing a release for publication of a photograph*

Purpose

This in order to enable individuals to receive important emails and newsletters from us.

The details supplied may be shared with other members of the organisation and with the elected representatives of the organisation. We will not supply the information provided to it to any person or organisation not engaged in the organisation's work.

Retention

Kilkishen Development CLG only stores personal data for as long as is necessary. Data may be archived securely and used for research purposes in the future.

Information is audited on an annual basis to determine that all data held is still relevant and accurate. If there is no further reason for holding data it is deleted.

Individuals or member groups may request to have their personal data supplied to them and/or removed or updated by giving 30 days' notice to kilkishen11@gmail.com or by post to the address below.

Review

This Data Protection Policy will be reviewed regularly in light of any legislative or other relevant developments