



General Data Protection Regulation (GDPR) Statement

Implementation Date: November 2020

Introduction

Carlow Public Participation Network (PPN) needs to gather and use certain information about individuals. These can include members, suppliers, employees and other people the organisation has a relationship with or may need to contact.

Carlow Public Participation Network (PPN) is committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection.

We have created this GDPR Compliance Statement to explain our approach to implementing our GDPR compliance program. This policy describes how this personal data must be collected, handled and stored to meet Carlow PPNs data protection standards – and to comply with the law.

Why this policy exists

This data protection policy ensures Carlow PPN: -

- Complies with data protection law and follow good practices
- Protects the rights of staff, members and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

Data Protection Law

The General Data Protection Regulation 2016/679 describes how organisations – including Carlow PPN must collect, handle and store personal information. These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The General Data Protection Regulation is underpinned by eight important principles. These say that personal data must: -

1. Be processed fairly and lawfully
2. Be obtained only for specific, lawful purposes
3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be held for any longer than necessary
6. Processed in accordance with the rights of data subjects
7. Be protected in appropriate ways
8. Not be transferred outside the EU, unless that country or territory also ensures an adequate level of protection

Data Subjects Rights under GDPR

At Carlow PPN, an individual can request information about:

- What personal information we hold about an individual
- The categories of personal information we collect from an individual
- The purposes for collecting and processing personal information from an individual
- How long we plan to keep the personal information

- The process to have incomplete or inaccurate personal information corrected or completed
- Where applicable, the process for requesting erasure of the personal information or for restricting the processing of personal information in accordance with data protection laws, as well as to object to any direct marketing from us
- About any automated decision-making that we use

Our GDPR compliance plan

Here's an overview of our steps that we are taking to ensure compliance with GDPR at Carlow PPN:

- We have established a procedure and policy to restrict processing of personal information. This procedure offers members the chance to register with Carlow PPN through our website – www.carlowppn.ie/registration.
- Minimum data is collected with the member having the choice to complete the form or not. If the member cannot physically complete the online form, this can be done over the phone with the same data being collected. GDPR Policy in relation to our website can be found here – [Carlow PPN GDPR Policy – Website](#).
- Information may be subject to oversight by PPN governing bodies and is in compliance with GDPR regulations.

Contact us if you have GDPR related questions

If you have any questions about this GDPR Compliance Statement, or our privacy or security practices, please contact us:

- Website: www.carlowppn.ie
- Email: carlowppn@carlowcoco.ie
- Phone: 059/9172495