

- THIS DOCUMENT IS TO BE SHARED WITH ALL OF YOUR GUILD MEMBERS

- ALL GUILD COMMITTEE MEMBERS SHOULD BE FAMILIAR WITH THE CONTENTS OF THIS DOCUMENT AND TREAT MEMBERS' DATA ACCORDINGLY.

- TO USE THIS DOCUMENT, SIMPLY ADD IN THE NAME OF YOUR GUILD WHERE REQUIRED, AND ENSURE ALL INFORMATION IS CORRECT FOR YOUR GUILD – PLEASE CONTACT SGI IF IN DOUBT ABOUT ANY SECTION.

LOCATIONS GUILD OF IRELAND PRIVACY STATEMENT 2021

The Locations Guild of Ireland is committed to protecting and securing all of your personal information.

This Privacy statement is designed to ensure you are aware of the information we process about you, including your rights in relation to it.

Purpose of Data Collection and Processing:

To serve the guild, we collect and process data for purposes including:

- To register you as a Locations Guild member
- To contact you about membership activities & membership fee collection
- To represent you in individual and collective issues
- To provide membership services and communication
- To comply with our legal obligations

Legal basis for processing your data:

We rely on various legal bases for processing your personal data which include:

- Compliance with our legal obligations
- In our legitimate interest
- Where you provide consent

How we share your personal data

We are committed to protecting and securing your personal data and we aim to ensure that all third-party providers are compliant with legislation and do not use your personal data for their own purposes unless they are controllers in their own right.

We may share your personal data from time to time with trusted third-party providers where required for business, legal or regulatory purposes.

With your consent, we may share your personal data from time to time with professional and legal bodies in the interest of representing you or wish to engage your services. Your contact details will be listed on the Guild Website for example.

You will be added to group emails and circulars shared by other Committee Members such as Chairperson, Treasurer or Secretary.

Retention and deletion

We will only retain your personal data for as long as necessary to fulfil the purpose(s) for which it was collected, taking into account all legal and contractual obligations. Where possible we will identify the duration for retention and, where this is not possible, we will explain the criteria for determining retention periods.

Once the retention period has concluded we shall safely and securely delete or destroy all personal data.

Your rights

You have the following rights and entitlements with regard to your personal data held by us:

- To enquire if we hold personal data on you and to access copies of that data
- To request rectification of personal data we hold on you
- To request erasure or restriction of processing of your personal data
- To withdraw consent at any time free of charge where we process your personal data based solely on your consent
- To have a copy of relevant personal data or request it is transferred to another data controller, where it is possible to do so
- To lodge a complaint in respect of processing of your personal data with the Data Protection Commissioners Office

We will aim to meet your requests and requirements relating to your rights, where possible. Requests should be directed in writing to **The Chairperson of the Location Guild.**

Requests under any of your rights will be free of charge where they are reasonable and not excessive. We reserve the right to request clarity in relation to determining the data under request, including to request proof of identity and signed authorisation in the case of third-party requests. Furthermore, we reserve the right to refuse to comply where legal obligations restrict us from doing so and where requests are unreasonable or excessive.

Accuracy

We rely on you to ensure the data we hold is accurate and up to date by communicating to us any changes to your personal information. Such updates can be made by contacting The Guild Secretary.

Profiling and automated decision making

We do not use profiling or automated decision making on any of the personal data we hold.

Transmission to countries outside the European Economic Area (EEA)

We may transfer your personal data to service providers outside the EEA. In such cases, we will ensure the data is carefully managed in accordance with applicable data protection law.

Updates and further processing

We will make changes to this notice from time to time. Any such changes can be viewed on our website at www.locationsguildireland.com and will be shared with members at such time as changes are made.

We will only use your personal information for the purposes for which it was provided. If we need to use your personal data for alternative purposes, we will notify you and explain our legal basis for doing so.