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**LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG PRIVACY STATEMENT**

**Introduction**

Le Chéile Donnycarney ("Le Chéile Donnycarney Community & Youth Centre CLG") is a charity, registered in Ireland as CHY16981, Company Registration 372393, with its head office at **Collins Avenue East, Donnycarney, Dublin 5, D05 X535, Ireland**, email: [booking@dcyc.ie](mailto:booking@dcyc.ie)

**You should know what information we collect and how we use it.**

The objectives for which Le Chéile Donnycarney Community & Youth Centre CLG exists are to be a community facilities and services provider for people of all ages including young people at risk, in Donnycarney and neighboring communities.

LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG is committed to protecting the privacy of people who use our services, employment candidates and current employees, contacts, fundraisers, business partners, and other third parties we deal with.

This Privacy Statement details how LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG collects, uses, discloses, transfers and stores your personal information. It applies to personal data about you that we collect, use and otherwise process in connection with your relationship with LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG.

**LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG as Controller of your Personal Data**

LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG is a local charity that operates from Le Chéile building in **Collins Avenue East, Donnycarney, Dublin 5, D05 X535, Ireland**

Any personal information processed by LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG in connection with this Privacy Statement is ultimately controlled by LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG as the "data controller" as provided for under the General Data Protection Regulation ("GDPR"), the Irish Data Protection Acts, 1988 to 2018, and the Data Protection Commission (DPC) Guideline for the Charity and Voluntary Sector.

You may request information about the personal data that LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG holds about you by emailing us at **Collins Avenue East, Donnycarney, Dublin 5, D05 X535, Ireland**, email: [booking@dcyc.ie](mailto:booking@dcyc.ie)

Please note that throughout this Privacy Notice the word "website" refers to <https://www.dcyc.ie>.

## Collection and Processing of your Personal Data

### **1. INFORMATION COLLECTED BY USING LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG WEBSITE**

- 1.1 You are not required to provide any personal information to access public areas of LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG's website.
- 1.2 However, when you visit the LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG website we record your IP address and details of your visit, including the date and time. An IP address is an assigned number, similar to a telephone number, which allows your computer to communicate over the internet. In addition to your IP address the following technical information will also be collected: your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, information about your visit including the full Uniform Resource Locators (URL), clickstream to, through and from the website (including date and time), pages viewed, download errors, page interaction information (such as scrolling clicks) and methods used to browse away from the website.
- 1.3 LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG uses this IP information for its legitimate interests to compile statistical data on the use of our website and to track how users navigate through our website in order to enable us to evaluate and improve.
- 1.4 Personal information such as names, addresses, email addresses, telephone numbers, and other personal data relating to services that we are providing to you will only be collected from users of the website who voluntarily input such information.

### **2. CONTACT SURVEYMONKEY AND BOOKING PRO DATABASE**

- 2.1 We may retain information you have provided us with in LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG's contact database. Information that we typically hold in our database includes:
  - 2.1.1 your contact information, including your name; job title; organisation's name; address; phone number(s), email address(es) and other identification information;
  - 2.1.2 the area(s) that you have an interest in,
- 2.2 Once your details are included in LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG's contact database we may also record details of any:
  - 2.2.1 LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG's mailing lists you have subscribed to or unsubscribed from;
  - 2.2.2 mailings (including services updates and event invitations) we have sent you;
  - 2.2.3 hyperlinks you have clicked in any mailing that we have sent you;

- 2.2.4 meetings we have held with you;
  - 2.2.5 event invitations you have replied to; and
  - 2.2.6 events you have attended.
- 2.3 From time to time we may ask you by email to review your contact details and preferences, and update them as necessary. This not only helps us to keep the contact information we hold about you up-to-date, it also ensures that we only send you information that you have requested and/or is relevant to you.

### **3. INTERACTIONS WITH LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG**

We retain personal information relating to interactions between LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG and people who use our services, clients, job applicants and current employees, contacts and business partners, including information relating to the services that we provide. We only retain information that is necessary for the purposes set out in this Privacy Statement.

### **4. PROCESSING OF YOUR PERSONAL INFORMATION**

- 4.1 LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG, , will only collect and process personal information where it has a legal basis for doing so and is processed, the basis of processing will be in accordance with relevant Irish and EU data privacy laws, our legal obligations and to meet our information security requirements.
- 4.2 LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG uses personal information which we have collected from you in order to:
- 4.2.1 provide you with a more tailored and effective service and/or care;
  - 4.2.2 perform analysis aimed at improving our products, services and technologies
  - 4.2.3 communicate with you through certain mandatory service communications such as booking confirmation, enrolment confirmation, payment receipts and invoicing and our terms and conditions;
  - 4.2.4 communicate with you in connection with any services that we are providing to you and otherwise perform the services for you that you have engaged us to provide;
  - 4.2.5 ensure compliance with regulatory requirements and applicable law;
  - 4.2.6 provide updates and newsletters, and invitations to events and meetings;
  - 4.2.7 carry out administrative purposes which may include, for example, accounting and billing, auditing and identification checking;
  - 4.2.8 undertake systems testing, maintenance and development in order to ensure network and information security;

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- 4.2.9 to let you know ways you can get involved in our services and facilities
- 4.2.10 when you are making a payment, registering for an event, as appropriate, you may be asked to provide personal details such as name, email address, postal address, phone number or payment information as needed;
- 4.2.11 prevent fraud; and
- 4.2.12 market our services and products to you where LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG has a legitimate interest or you have consented to us doing so and in accordance with your preferences.
- 4.3 LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG will only collect, use and otherwise process information revealing racial or ethnic origin, political opinions, religious beliefs or relating to your health or sexual orientation or otherwise which is treated by applicable data protection laws as a "sensitive" or "special" category of personal information, where and only to the extent that you have given your explicit consent unless we are otherwise permitted or required to collect, use and process such information under applicable data protection laws, including but not limited to where this is necessary in connection with providing our agreed services to you.
- 4.4 Any data collection that is optional will be made clear to you. However LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG may need to collect and process personal information for certain legal compliance purposes or in order to perform certain services for you, including compliance with legal requirements relating to our anti-fraud, anti-money laundering or 'know your customer' obligations. If you choose not to give us this personal information then it may delay or prevent LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG from meeting LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG's obligations or it may mean that LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG cannot perform certain services for you. LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG will advise you if this is the case.

## **5. MARKETING and INFORMATION COMMUNICATIONS by LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG**

- 5.1 We may wish to use the personal information that we collect about you to provide you with relevant marketing communications. This may include sending tailored direct marketing and information e-mails and other communications relating to our services or those of our LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG and sending you invitations to seminars and other events related to the care of yourself or your family member.
- 5.2 We shall only send such marketing communications to you to the extent that doing so is in the legitimate business interests of LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG or where you have consented to us doing so. As set out in the Data Subjects Rights table below, you may withdraw that consent at any time by contacting us at [booking@dcyc.ie](mailto:booking@dcyc.ie). In addition, each electronic communication that you receive shall have a very clear "unsubscribe" option, which will allow you to stop receiving similar communications in the future.

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**6. EXCHANGE OF INFORMATION**

6.1 LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG does not share data between third parties, for the purposes outlined in this Privacy Statement. LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG ensures that your personal information is shared in accordance with applicable data protection laws, at all times providing protection to your personal information and your rights.

7.1 In some instances we may disclose your personal information to third parties where this is necessary to perform the services for which you have engaged LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG or otherwise in furtherance of an outsourcing or other data processing arrangement. In those circumstances LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG will ensure that the third party is contractually bound to only process personal information in accordance with applicable data protection laws and with LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG's specific instructions and requirements, and at all times in a manner that protects your rights under applicable data protection laws. Our suppliers and service providers will be required to meet our standards on processing information and security. The information we provide them, including your information, will only be provided in connection with the performance of their function. They will not be permitted to use your information for any purposes other than those outlined in this Privacy Statement.

7.2 In relation to any other third parties, LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG will only disclose or transfer your information where you have given your consent or where we are required to do so by law or other regulatory code or practice.

**8. DATA RETENTION**

LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG shall only retain your personal information for so long as there is a reasonable need to retain the information for the purposes set out in this Privacy Statement.

**9. PROTECTION OF YOUR PERSONAL DATA**

LE CHÉILE DONNYCARNEY COMMUNITY & YOUTH CENTRE CLG is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure, across all of our computer systems, networks, website, mobile phones and offices.

**Data Subject Rights**

You have rights in respect of the personal data that we collect and process concerning you and can request any of your own data from [booking@dcyc.ie](mailto:booking@dcyc.ie)

This privacy statement is latest updated on: 25-Sep-18