

CORK CHAMBER PRIVACY POLICY

At Cork Chamber we understand and take data protection seriously. This Privacy statement has been drafted in accordance with the requirements of the General Data Protection Regulation which came into effect on the 25th May 2018. Our Privacy statement sets out how and why we collect your personal data, what your rights are as a data subject and how you can exercise those rights, the legal basis for collection of data and the retention period for such data.

Cork Chamber - Who are we?

Cork Chamber of Commerce. Cork Chamber of Commerce / Cumann Trachtala Corcaighe is a Company Limited by Guarantee not having a share capital. Our registered address is Fitzgerald House, Summerhill North, Cork.

As Cork Chamber of Commerce is registered in Ireland, the Regulatory Authority applicable is the Data Protection Commission (see below for contact details).

What we Do?

Cork Chamber of Commerce aids businesses registered as members to empower and grow their businesses through connecting, upskilling and informing their members.

General Statement

The purpose of our Privacy Policy is to outline how we deal with any personal data you provide to us while visiting our website and throughout the course of various interactions pre, post and during your membership with Cork Chamber of Commerce. By joining Cork Chamber of Commerce and/or by visiting this website, you are accepting the terms of this Privacy Policy. Naturally, if you are not happy with this policy you should not use this website and you should inform the Team at Cork Chamber of Commerce immediately, as this may affect how Cork Chamber of Commerce interacts with you as an individual and a member company.

How we collect your personal data:

Personal data is data that identifies you or can be used to identify or contact you and may include, for example, your name, address or e-mail address, occupation and photograph.

Personal data may be collected via:

- our website based contact form
- our membership forms
- industry events or social media

The data may be attained either directly from you or the data may be supplied by your business/organisation

In certain circumstances we will hold sensitive personal data about you by default where this information forms part of your personal contact details and is publicly available, for example, the political affiliation of members of government who are legitimate business contacts of our organisation.

Type of Personal Data collected:

The following types of personal data may be collected by us:

- Name
- Job Title
- Company Name
- Company Address
- Email address
- Phone number
- Employment details

What is the purpose of collecting and processing the Data:

Your personal data will be processed for the following purposes:

- (a) To contact you in relation to our events programme, general news from Cork Chamber of Commerce and other communications from Cork Chamber of Commerce deemed to be of possible interest to you, as an individual and/or company;
- (b) to contact you in response to communications you might send us;
- (c) to provide you with the information / service you have requested;
- (d) to provide contact information for your company in our Membership Directory, both online and hardcopy;
- (e) to deliver relevant marketing information to you and to ensure that content from our website is presented in the most effective manner for you and for your computer;
- (f) to administer our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- (i) to send you email alerts and newsletters that you receive as a term of your membership or that have opted-in to receive by filling in our online forms or contacting us by email or by other means. We also provide the facility to opt-out of receiving such communication on the site and within each such email we send you, and
- (j) to comply with statutory requirements, such as keeping proper records of financial transaction.

What is Cork Chambers Legal Basis for processing personal data:

We rely upon the following legal bases in controlling and processing your personal data:

- (i) where such processing is necessary for the performance of your membership application or contract with us;
- (ii) where such processing is in our legitimate interests in conducting our business in a responsible and commercially prudent manner;
- (iii) to comply with our legal and regulatory obligations; and

(iv) in limited circumstances, your explicit consent (where we have sought it and you have provided it to us), and in which case, you can withdraw your consent at any time, This does not affect the lawfulness of processing which took place prior to its withdrawal.

We will not process your personal data for any of these purposes if to do so would constitute an unwarranted interference with your interests, rights and freedoms We only collect the minimum amount of personal information necessary.

Website

Cork Chamber of Commerce does not collect any personal data about you from this website, apart from information that you volunteer (for example by e-mailing us or by completing any of our on-line forms or physical application form).

Like most websites, we gather statistical and analytical information collected on an aggregate basis of all visitors to our website. This non-personal data comprises information that cannot be used to identify or contact you. Please also refer to our Cookies Policy.

Chamber Members, Prospective Members and Contacts

Any personal data collected about our members, prospective members and our legitimate business contacts is stored in the Chamber's Customer Relationship Management (CRM) system and other appropriate data management systems which may be paper based or electronic. We process your personal data in accordance with the aims of our Chamber i.e., to provide the means whereby persons engaged in business can network and meet to grow and promote business activity; to encourage economic development and growth across the Cork region and Ireland; and to formulate policy on issues of the day affecting the interests of members, to advocate and lobby on behalf of members and to acquire and disseminate useful knowledge to members.

CCTV, Photography & Video Recording

We do not operate CCTV at our premises Fitzgerald House, Summerhill North, Cork. We do operate a real time camera monitor to alert us to guests and business activity in our reception area. This is not recording or capturing personal data in relation to data subjects.

At the vast majority of Chamber events and meetings, photography and/or video recording take place. In accordance with the legitimate business and promotional interests of the Chamber your image may be used in our publications and website. If you do not consent to this use, please advise a member of staff prior to or on arrival at the meeting and/or event. You will be advised whether it is possible to accede to your request. If it is not possible for us to confirm that your image will not be used in our publications and/or website, even in an inadvertent manner, we will offer you a refund of any attendance fee. We strongly advise that you make any such enquiry at the time of booking. However, where our events and/or meetings are held in public venues and in accordance with the legitimate business and promotional interests of the Chamber members of the press and press photographers/videographers are present, we do not control the publication of press photography and/or reporting.

HOW IS YOUR INFORMATION SHARED?

Your information will be shared as required with relevant persons for legitimate and reasonable purposes. We will process and share your data with our accountant(s) and other professional advisors when required. Our service providers may only process the data of our members for the purpose of providing us with their services, and no other purpose. We may also share certain parts of your data when we are required to do so with competent regulatory authorities and bodies as requested or required by law.

We reserve the right to transfer information (including your Personal Data) to a third party in the event of a restructuring of our organisation, provided that the third party has an equivalent privacy policy in place and all necessary legal requirements are complied with.

Transfers of data outside the European Economic Area (EEA)

We transfer data to processors located outside the EEA. Your data may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. The safeguard for such

transfers is adequacy designation which has been approved by the European Commission. Further safeguards we have put in place for this transfer is to enter into European Commission approved standard contractual clauses with the provider.

If you wish to receive more information relating to our Processors and/or transfers outside of the EEA, please contact us at the contact details noted at the end of this privacy policy.

WHAT ARE YOUR RIGHTS RELATING TO PERSONAL DATA?

You have the right to

- request a copy of your personal data from us. We will reply to your request within a calendar month. If we are unable to process your request within this time, we will notify you, with the reason for any delay.
- obtain and reuse your personal data for your own purposes, across different services. This is called data portability, and allows you to move, copy or transfer personal data easily from one IT environment to another, without affecting how it can be used.
- request rectification of your personal data if it needs to be corrected or updated.
- object to the use of your personal data and the right to block any specific uses of your data.
- have your personal data, which we hold, permanently erased.

If you wish to exercise any of the above rights, you should contact us in writing via the contact details noted below for our Data Leader.

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will retain your personal data (including sensitive data) on an ongoing basis, for as long as we have a relationship with you, and in order for us to:

(a) comply with our legal records retention obligations and for any extended period reasonably determined necessary;

(b) to investigate or process complaints and/or defend or bring legal claims or complaints.

We will automatically delete your personal data once it is no longer required for these purposes. If you wish to request that your personal data is deleted in advance of our routine deletion or for further details of our data retention procedures, please send a request to us

HOW DO WE KEEP YOUR PERSONAL DATA SAFE?

We take steps through organisational and technical measures to ensure that the personal and sensitive information we hold about you is held securely and to protect against the loss or misuse of your information. Any breach of your personal or sensitive data is notified and managed in accordance with our Data Breach Notification Procedure.

CONTACT INFORMATION:

A data protection officer is not a mandatory requirement for Cork Chamber of Commerce, we are committed to protecting your data and have appointed a Data Leader, Our Data Leader is Naoimh Frawley and she can be contacted at naoimh@corkchamber.ie or:

Data Leader

Naoimh Frawley Fitzgerald House, Summerhill North, Cork

In the event that you are dissatisfied with how your complaint or request is dealt with by Cork Chamber of Commerce than please contact our Data Leader, Naoimh Frawley so we can investigate further on your behalf.

As a data subject you have the right to make a complaint to the **Office of the Data Protection Commissioner** if you are dissatisfied via the following means:

Telephone: +353 (0) 761 104 800 or Lo Call: 1890 252 231

Email: info@dataprotection.ie

Postal address: Data Protection Commission, Canal House, Station Rd., Portarlinton, R32 AP23, Co Laois

This policy was reviewed on the 26th October 2018 and will be reviewed by the business at set periods, any updates will be reflected in the areas that the policy is published.

