

The following information is being provided to you as outlined in the General Data Protection Regulation (GDPR). KRD Community Association processes information in the operation and administration of our facility. We are committed to respecting your privacy and to complying with all applicable data protection and privacy laws. This document is intended to inform you of how any personal information you give to us will be used, by whom and for what purpose.

1. What information is held by KRD Community Association?

The information held by us may include:

- Data provided by you; to identifying you, including your contact information.
- Other personal details provided by you, necessary to utilise our facility e.g. insurance etc.
- Information which you have purposely consented to give us while using our facility, e.g. information to make public in order to promote your activities at the facility.

2. What is the purpose and legal basis of processing my Personal Data?

The KRD Community Association processes personal information to administer, schedule, analyse, operate and promote activities within the facility. The legal basis for Personal Data processing by KRD Community Association is contractual necessity, consent must be provided to process personal data for promotional purposes.

3. Will anyone else have access to my Personal Data?

Your Personal Data can only be accessed by authorised Board and Staff members of KRD Community Association and may also be processed by auditors when undertaking an audit of the KRD Community Association. During the course of an investigation/inquiry the Gardaí may request access to Personal Data.

4. How long will your Personal Data be stored for?

Data will be kept for no longer than is necessary for the primary purpose for which it was obtained or for any period required by law. Transnational data, for Revenue purposes, can be for 6 years. Administration forms such as bookings information can be kept for at least 2 years. In exceptional circumstances we may retain Personal Data after the specified period if it is strictly necessary to do so where legal obligations arise such as litigation or defence of legal claims or otherwise in accordance with the Data Protection Commissioner guidelines.

5. How will my Personal Data be secured?

Only authorised personnel of KRD Community Association have access to Personal Data. All electronically stored Personal Data is secured on an internal server. This is accessed through password protected terminals in locked offices. Hard copy files containing Personal Data are secured in locked presses/cabinets in locked offices.

6. How can I obtain a copy of the Personal Data held by KRD Community Association?

You have the right to request a copy of all of your Personal Data and can do so by writing to the Centre Manager, Sáile Sports & Community Centre, Kinsale, Co. Cork.

7. What are my privacy rights relating to my Personal Data?

In accordance with GDPR you have the right to have your Personal Data updated, rectified, or deleted if you so wish.

You have the right to object to your Personal Data being processed and to withdraw your consent to processing.

8. Where can I get further information?

Further information regarding your rights can be obtained through the Office of the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois, or on the website www.dataprotection.ie

9. How do I make a complaint or report a breach?

Should you wish to make a complaint or report a breach under in relation to your Personal Data, you can do so by emailing the Office of the Data Protection Commissioner at: info@dataprotection.ie

10. CCTV Footage

In the interest of transparency with GDPR we also want to draw your attention to the use of CCTV by KRD Community Association.

KRD Community Association uses CCTV, both internally and externally on the premises for the enhanced safety and security of our staff, customers, visitors, facilities, equipment and assets.

Access to review images is limited to the Manager of the centre and the Chairperson of the KRD Community Association. Third party access to these images will normally be through the following: Court Order for Discovery, Freedom of Information access request, or a Data Protection access request. (ref CCTV Policy)

11. Contact us

For more information about KRD Community Association privacy policy or practices, you can contact us at info@saillesportsandleisure.ie or to exercise your data protection rights, write to: Centre Manager, Sáile Sports & Community Centre, Kinsale, Co. Cork.

We reserve the right to amend or modify this Data Protection Notice at any time in response to changes in applicable data protection and privacy legislation.