

# Privacy Policy

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## Introduction

The Czech-Irish Business and Cultural Association (CICBA) is committed to protecting and respecting your privacy.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a new regulation which replaces the Data Protection Regulation (Directive 95/46/EC). The GDPR aims to harmonise data protection legislation across the European Union, enhancing privacy rights for individuals and providing a strict framework within which commercial organisations can legally operate.

This Privacy Policy describes how we collect, use and process your personal data, whether we are assessing your interest, inviting you or confirming your involvement, interest or participation for an event, asking your feedback via a survey or continuing our relationship with you to notify you about future offerings or if you are visiting our website.

This Privacy Policy applies to the personal data of our:

**Members and non-members:** individuals and organizations to whom we provide or market our events to.

**Suppliers:** partnerships and companies (including sole traders), contractors, consultants, venues or other suppliers who provide services to CICBA.

**Website Users:** any individual who accesses our website.

For the purposes of the data protection legislation from time to time in force, CIBCA is the data controller and is responsible for your personal data.

Our nominated Data Protection Representative (DPR) is Brian Keogh.

## What kind of information do we collect, how and why?

**Members and non-members:** We collect your personal data (such as name, contact details and interests) when we receive it directly from you such as where you contact us proactively (by phone, email, in person)

## How do we collect personal data?

We collect information about you when you register your interest or participation with CIBCA by completing the registration form on our website ([www.cibca.cz](http://www.cibca.cz)) or by corresponding with us by phone, email or in person.

You may also provide us with your personal data when you use our website or social media site when you sign up for one of our events via an advert or invitation from CIBCA.

## We may use your data as follows:

- Storing your details (and updating them when necessary) on our database, so that we can contact you in relation to participating in a CIBCA events.
- Sharing information periodically with you only about new or upcoming events which we think may be suitable and of genuine interest to you. For example: peer to peer networking events.
- Enabling you subscribe to alerts about events we think may be of interest to you.
- We may also ask you to complete surveys that we use for research purposes to create event Programmes.
- Processing your data to enable us to send you targeted, relevant marketing materials or other communications which we think are likely to be of interest to you.
- To utilise our email alerts service to keep you informed by email of the latest CIBCA events and news.

Should you decide that you no longer wish to receive email alerts, you can simply follow the "unsubscribe" instructions sent to you and the service will be de-activated on your behalf.

## Consent

Should we want or need to rely on consent to lawfully process your data we will request your consent orally, by email or by an online process for the specific activity we require consent for and record your response on our system. Where consent is the lawful basis for our processing you have the right to withdraw your consent to this particular processing at any time (as set out below).

We will rely on contract if we are negotiating or have entered into an agreement with you or your organisation or to provide services to you or receive services from you or your organisation.

We will in some circumstances rely on consent for particular uses of your data and you will be asked for your express consent, if legally required.

## Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us [info@cibca.cz](mailto:info@cibca.cz). If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## Data Security

It is important to be aware that, unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk.

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those who have a need to know.

## Retention of your data

We understand our legal duty to retain accurate data and only retain personal data for as long as we need it for our legitimate business interests and where you are happy for us to do so. We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

## Under the GDPR you have the right to:

- Request access to your personal information which involves confirming with us whether we are processing your personal data and if we are, to request access to that personal data including the categories of personal data processed.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes. To stop receiving marketing communications from us or change your preferences please contact us [info@cibca.cz](mailto:info@cibca.cz)
- Withdraw consent to processing at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.