

DATA PROTECTION POLICY

Rahan Comhaltas is a branch of Comhaltas Ceoltóirí Éireann, based in County Offaly. The branch is part of the National Organisation which also has International Branches and Affiliations. It is dedicated to the promotion of Irish music, singing, dancing, the Irish language and Irish culture and heritage. The Rahan branch runs classes, hosts performances, sessions, prepares groups and bands, promotes the Comhaltas exams, Fleadhanna, Community and Civic Events and a range of activities associated with promoting Irish culture.

Data Protection.

In line with * *'Guidelines and Recommended Practices & Procedures Units of Comhaltas Ceoltóirí Éireann (CCÉ)'*; the branch processes personal data within the meaning of the Data Protection Acts 1988 to 2018. Rahan Comhaltas collects uses and discloses personal information relating to you for a variety of branch-related purposes during and after your membership with the organisation.

Rahan Comhaltas is committed to ensuring that your personal information

will be handled in accordance with the regulation's, which set forth appropriate standards for the processing of your information. Data privacy laws generally require that individuals be informed of

(and, under certain circumstances, consent to) the processing of their personal information and to transfers of the information to parties within the greater Comhaltas organisation, and can impose other obligations on organizations processing such information. In addition the branch may be required from time to time to collect process and use certain types of personal data to comply with regulatory or legislative requirements.

Why do we have a Privacy Statement?

The privacy statement demonstrates the branch's firm commitment to privacy and to assure you in relation to the security of your data. Data you supply is obtained lawfully, fairly and in a transparent manner, is obtained for specified and explicit purposes, is adequate, relevant and limited to the purpose for which it was obtained, recorded and stored securely, kept up to date, kept for as long as is necessary, enables identification of the data subject and protected against unlawful processing.

Data Protection Policy

Some of the information that Rahan Comhaltas may hold about you (in both paper or electronic format), where appropriate and permitted by law, includes your name, gender, age, date of birth, contact details, family and personal details, personal financial information (e.g., bank account details for direct deposit), grades achieved in exams: awards achieved in competition; processing of Garda vetting; information held for health and safety purposes, or any data provided by you to Rahan

Comhaltas during the registration process at the start of each year or at any other time as part of a group or activity in which you are entering or are part of.

Among the reasons that Rahan Comhaltas holds, retains, processes and may in the future collect personal information about you include the following: normal business practices related to your membership in the branch, registering for classes, organising groups and bands, contacting you in relation to branch activities and other notifications, classes, exams, performances, making information available, processing membership (including forwarding membership details to other units of Comhaltas including Comhaltas HQ), entry to and organisation of exams, evaluating performances / awards, maintaining and monitoring usage of rented instruments, generally interacting in respect to branch, Comhaltas, artistic, cultural and heritage activities, promoting events with and as required or expressly authorized by law.

Comhaltas Ceoltóirí Éireann does not share personal data with third parties. The data and contact details that are provided above are used by CCÉ for the purposes of Comhaltas administration and activities. Rahan Comhaltas will retain your personal information for as long as is necessary, or for such longer period as may be required by law, or to satisfy a legitimate organisation need . In instances where you consider the processing of personal data infringes your rights, you have the right to lodge a complaint with the relevant supervisory authority.

In accordance with the GDPR EU Directive which came into effect on 25th May 2018:

- You have the right to have the data the Rahan Comhaltas holds about you and have it given to you in a way that is easy to read and transferable. This is the personal data referred to in the preceding paragraph.
- You can have inaccuracies corrected or have information erased.
- You can opt out of receiving text / email notifications, or other publications if you so wish.
- You can restrict the processing of your information.

With respect to the points above, if you want to obtain or amend information on the data Rahan Comhaltas holds pertaining to you, or opt out of receiving text / email notifications, or other publications, you may do so by contacting the branch secretary via email

secretary@rahancomhaltas.com; informing them it is a **Data Subject Access Request** and the information will be sent to you within 30 days.