

## Privacy Statement

The Presentation Centre is committed to maintaining the trust and confidence of our visitors to our web site and subscribers to our newsletter. Here you'll find information on how we treat data that we collect from visitors to our website, or when someone subscribes to our newsletter.

### Our Website

When someone visits [www.presentationcentre.ie](http://www.presentationcentre.ie) we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

### Newsletter

As part of the registration process for our regular e-newsletter, we collect some personal information. We use that information for a couple of reasons: to tell you about stuff you've asked us to tell you about; to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you're

happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see MailChimp's privacy notice.

You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing [presentationcentreenniscorthy@gmail.com](mailto:presentationcentreenniscorthy@gmail.com)

## Ticketing Data

When you purchase a ticket (or tickets) online or through our box office your name, address data, email and contact number will be stored in our Box Office system. You may, of course, purchase a ticket (or tickets) in person without supplying the aforementioned personal data. Please be assured that we do not share your personal details with any other company without your consent.

## Links to Other Websites

This privacy notice does not cover the links within this site linking to other websites. Those sites are not governed by this Privacy Policy, and if you have questions about how a site uses your information, you'll need to check that site's privacy statement.

## Access to Your Personal Information

You are entitled to access the personal information that we hold. Email your request to [presentationcentreenniscorthy@gmail.com](mailto:presentationcentreenniscorthy@gmail.com)

## Privacy Policy

This policy covers how The Presentation Centre (Pres) will use personal information that is collected when you use the Pres website. We are committed to protecting and respecting your privacy.

### What is collected

The Pres website does not store or capture any personal information when someone visits it and is not registered. The system will log your IP address along with other information provided by your browser. This may include the name and version of the browser you are using, your operating system and any website address that referred you to the Pres website. This information will only be used for producing anonymous website statistics and will be used to help us with the delivery of the services on the website.

However the system will record personal information if you:

- Provide information by filling in a form on our site
- Subscribe, register or apply for services that require personal information to be given
- Report a fault and give your contact details for us to respond
- Complete surveys that we use for research purposes

### Cookies

When you visit Pres website pages, a small text file called a 'cookie', is downloaded onto your computer. This is called a session cookie. This

will only remain on your computer until you close your browser. This cookie is not used to identify you personally in any way. We will use this type of cookie to collect aggregated website statistics that allow us to understand how visitors use the site. All of the information collected will be anonymous and only used to help us improve the website and report to funders on usage.

A persistent cookie will be downloaded when you first visit the site. These remain in your browser's cookie store between sessions. This type of cookie will allow us to identify repeat visitors to the site. Persistent cookies are also used to allow registered users to use the site without logging in on every visit. You may opt to view the site without cookies by adjusting your browser's settings. If you do disable cookies some functions of the site may no longer work correctly.

For more information on cookies, see the [All About Cookies](#) website.

## What we will do with your information

Any information that is collected by The Presentation Centre from this website will only be used for monitoring purposes unless you have given us consent for your information to be used e.g. Providing us with your email address so we can contact you, if you have registered as a regular site user, if you have registered for an event so that we can get back to you. We may, from time to time, send you relevant information about Pres and its work, although there will be an option for you to opt out of this at the registration stage.

We will ensure that all personal information supplied is held securely, in accordance with the requirements of the relevant Irish legislation, namely the Irish Data Protection Act (1988), and the Irish Data Protection (Amendment) Act (2003). The data controller is The

Presentation Centre. If you have any queries regarding this please [contact us](#).

## Access to information

Any formal, written request by a Data Subject for a copy of their personal data (a Subject Access Request) will be referred, as soon as possible, to the Data Protection Officer, and will be processed as soon as possible.

It is intended that by complying with these guidelines, The Presentation Centre will adhere to best practice regarding the applicable Data Protection legislation

# Data Protection Policy

## Introduction

The purpose of this document is to provide a concise policy statement regarding the Data Protection obligations of The Presentation Centre. This includes obligations in dealing with personal data, in order to ensure that the organisation complies with the requirements of the relevant Irish legislation, namely the Irish Data Protection Act (1988), and the Irish Data Protection (Amendment) Act (2003).

## Rationale

The Presentation Centre must comply with the Data Protection principles set out in the relevant legislation. This Policy applies to all Personal Data collected, processed and stored by The Presentation

Centre in relation to its staff, service providers and clients in the course of its activities. The Presentation Centre makes no distinction between the rights of Data Subjects who are employees, and those who are not. All are treated equally under this Policy.

## Scope

The policy covers both personal and sensitive personal data held in relation to data subjects by The Presentation Centre. The policy applies equally to personal data held in manual and automated form.

All Personal and Sensitive Personal Data will be treated with equal care by The Presentation Centre. Both categories will be equally referred-to as Personal Data in this policy, unless specifically stated otherwise.

This policy should be read in conjunction with the associated Subject Access Request procedure, the Data Retention and Destruction Policy, the Data Retention Periods List and the Data Loss Notification procedure.

## The Presentation Centre as a Data Controller

In the course of its daily organisational activities, The Presentation Centre acquires, processes and stores personal data in relation to:

- Employees of The Presentation Centre
- Customers of The Presentation Centre
- Third party service providers engaged by The Presentation

Centre.

In accordance with the Irish Data Protection legislation, this data must be acquired and managed fairly. Not all staff members will be expected to be experts in Data Protection legislation. However, The Presentation Centre is committed to ensuring that its staff have sufficient awareness of the legislation in order to be able to anticipate and identify a Data Protection issue, should one arise. In such circumstances, staff must ensure that the designated data protection co-ordinator is informed, and in order that appropriate corrective action is taken.

Due to the nature of the services provided by The Presentation Centre, there is regular and active exchange of personal data between The Presentation Centre and its Data Subjects. In addition, The Presentation Centre exchanges personal data with Data Processors on the Data Subjects' behalf.

This is consistent with The Presentation Centre's obligations under the terms of its contract with its Data Processors.

This policy provides the guidelines for this exchange of information, as well as the procedure to follow in the event that a The Presentation Centre staff member is unsure whether such data can be disclosed.

In general terms, the staff member should consult with the designated Data Protection Co-ordinator to seek clarification.

## Subject Access Requests

Any formal, written request by a Data Subject for a copy of their personal data (a Subject Access Request) will be referred, as soon as possible, to the Data Protection Co-ordinator, and will be processed as soon as possible.

It is intended that by complying with these guidelines, The

Presentation Centre will adhere to best practice regarding the applicable Data Protection legislation.

## Third-Party processors

In the course of its role as Data Controller, The Presentation Centre engages a number of Data Processors to process Personal Data on its behalf. In each case, a formal, written contract is in place with the Processor, outlining their obligations in relation to the Personal Data, the specific purpose or purposes for which they are engaged, and the understanding that they will process the data in compliance with the Irish Data Protection legislation.

These Data Processors include:

- MailChimp
- Survey Monkey
- Google - GSuite
- Ticketsolve
- Elevon

## The Data Protection Principles

The following key principles are enshrined in the Irish legislation and are fundamental to the The Presentation Centre's Data Protection policy.

In its capacity as Data Controller, The Presentation Centre ensures that all data shall:

1. ... be obtained and processed fairly and lawfully.

For data to be obtained fairly, the data subject will, at the time the data

are being collected, be made aware of:

- The identity of the Data Controller (The Presentation Centre)
- The purpose(s) for which the data is being collected
- The person(s) to whom the data may be disclosed by the Data Controller
- Any other information that is necessary so that the processing may be fair.

The Presentation Centre will meet this obligation in the following way.

- Where possible, the informed consent of the Data Subject will be sought before their data is processed;
- Where it is not possible to seek consent, The Presentation Centre will ensure that collection of the data is justified under one of the other lawful processing conditions – legal obligation, contractual necessity, etc.;
- Where The Presentation Centre intends to record activity on CCTV or video, a Fair Processing Notice will be posted in full view;
- Processing of the personal data will be carried out only as part of The Presentation Centre's lawful activities, and The Presentation Centre will safeguard the rights and freedoms of the Data Subject;
- The Data Subject's data will not be disclosed to a third party other than to a party contracted to The Presentation Centre and operating on its behalf.

2. .... be obtained only for one or more specified, legitimate purposes.

The Presentation Centre will obtain data for purposes which are specific, lawful and clearly stated. A Data Subject will have the right to question the purpose(s) for which The Presentation Centre holds their data, and The Presentation Centre will be able to clearly state that purpose or purposes.

3. .... not be further processed in a manner incompatible with the specified purpose(s).

Any use of the data by The Presentation Centre will be compatible with the purposes for which the data was acquired.

4. .... be kept safe and secure.

The Presentation Centre will employ high standards of security in order to protect the personal data under its care. Appropriate security measures will be taken to protect against unauthorised access to, or alteration, destruction or disclosure of any personal data held by The Presentation Centre in its capacity as Data Controller.

Access to and management of staff and customer records is limited to those staff members who have appropriate authorisation and password access.

5. ... be kept accurate, complete and up-to- date where necessary.

The Presentation Centre  
will:

- ensure that administrative and IT validation processes are in place to conduct regular assessments of data accuracy;
- conduct periodic reviews and audits to ensure that relevant data is kept accurate and up-to- date. The Presentation Centre conducts a review of sample data every six months to ensure accuracy; Staff contact details and details on next-of- kin are reviewed and updated every two years.
- conduct regular assessments in order to establish the need to keep certain Personal Data.

6. ... be adequate, relevant and not excessive in relation to the purpose(s) for which the data were collected and processed.

The Presentation Centre will ensure that the data it processes in relation to Data Subjects are relevant to the purposes for which those data are collected. Data which are not relevant to such processing will not be acquired or maintained.

7. ... not be kept for longer than is necessary to satisfy the specified purpose(s).

The Presentation Centre has identified an extensive matrix of data categories, with reference to the appropriate data retention period for each category. The matrix applies to data in both a manual and automated format.

Once the respective retention period has elapsed, The Presentation Centre undertakes to destroy, erase or otherwise put this data beyond use.

8. ... be managed and stored in such a manner that, in the event a data

subject submits a valid subject access request seeking a copy of their personal data, this data can be readily retrieved and provided to them.

The Presentation Centre has implemented a Subject Access Request procedure by which to manage such requests in an efficient and timely manner, within the timelines stipulated in the legislation.

## Data Subject Access Requests

As part of the day-to-day operation of the organisation, The Presentation Centre staff engage in active and regular exchanges of information with Data Subjects. Where a formal request is submitted by a Data Subject in relation to the data held by The Presentation Centre, such a request gives rise to access rights in favour of the Data Subject.

There are specific time-lines within which The Presentation Centre must respond to the Data Subject, depending on the nature and extent of the request. These are outlined in the attached Subject Access Request process document.

The Presentation Centre staff will ensure that, where necessary, such requests are forwarded to the designated data protection co-ordinator in a timely manner, and they are processed as quickly and efficiently as possible, but within not more than 40 days from receipt of the request.

## Implementation

As a Data Controller, The Presentation Centre ensures that any entity which processes Personal Data on its behalf (a Data Processor) does so in a manner compliant with the Data Protection legislation.

Failure of a Data Processor to manage The Presentation Centre data in a compliant manner will be viewed as a breach of contract,

and will be pursued through the courts.

Failure of The Presentation Centre staff to process Personal Data in compliance with this policy may result in disciplinary proceedings.

## Definitions

For the avoidance of doubt, and for consistency in terminology, the following definitions will apply within this Policy.

### Data

This includes both automated and manual data.

Automated data means data held on computer, or stored with the intention that it is processed on computer.

Manual data means data that is processed as part of a relevant filing system, or which is stored with the intention that it forms part of a relevant filing system.

### Personal Data

Information which relates to a living individual, who can be identified either directly from that data, or indirectly in conjunction with other data which is likely to come into the legitimate possession of the Data Controller. (If in doubt, The Presentation Centre refers to the definition issued by the Article 29 Working Party, and updated from time to time.)

### Sensitive Personal Data

A particular category of Personal data, relating to: Racial or Ethnic

Origin, Political Opinions, Religious, Ideological or Philosophical beliefs, Trade Union membership, Information relating to mental or physical health, information in relation to one's Sexual Orientation, information in relation to commission of a crime and information relating to conviction for a criminal offence.

#### Data Controller

A person or entity who, either alone or with others, controls the content and use of Personal Data by determining the purposes and means by which that Personal Data is processed.

#### Data Subject

A living individual who is the subject of the Personal Data, i.e. to whom the data relates either directly or indirectly.

#### Data Processor

A person or entity who processes Personal Data on behalf of a Data Controller on the basis of a formal, written contract, but who is not an employee of the Data Controller, processing such Data in the course of his/her employment.

#### Data Protection Co-Ordinator

A person appointed by The Presentation Centre to monitor compliance with the appropriate Data Protection legislation, to deal with Subject Access Requests, and to respond to Data Protection queries from staff members and service recipients

#### Relevant Filing System

Any set of information in relation to living individuals which is not processed by means of equipment operating automatically (computers),

and that is structured, either by reference to individuals, or by reference to criteria relating to individuals, in such a manner that specific information relating to an individual is readily retrievable.

## Changes to these Privacy and Data Protection Policies

We keep our privacy and data policies under regular review. This document was last updated on July 9th 2020