

Privacy Policy

ICOMOS Ireland is a National Committee of ICOMOS, its Privacy Policy aligns with the overall ICOMOS Privacy Policy <https://www.icomos.org/privacy-policy/>

ICOMOS Ireland takes the privacy of its members, subscribers and users very seriously. This Privacy Statement outlines how personal information is collected, used and protected as part of the terms and conditions of this website. It complies with the Data Protection Acts 1988 and 2003 (as amended or superseded, including from 25 May 2018 the General Data Protection Regulation) and other related legislation.

We recommend that if you submit your personal data via this site, you check this page regularly to ensure you are happy with any subsequent updates.

ICOMOS Ireland never sell your personal data.

ICOMOS Ireland will share your personal data with ICOMOS Secretariat, Paris, who manage the ICOMOS International membership and with organisations we work with when it's necessary and the privacy and security of your data is assured.

ICOMOS Ireland operates in compliance with applicable Irish and EU data protection law in terms of the collection and use of personal data.

1. **Obtain and process information lawfully, fairly and in a transparent manner**

ICOMOS Ireland will obtain and process personal data fairly in accordance with the fulfilment of its functions and its legal obligations.

2. **Give a copy of his/her personal data to any individual, on request**

ICOMOS Ireland will have procedures in place to ensure that data subjects can exercise their rights under the data protection legislation.

3. **Keep it only for one or more specified and lawful purposes**

ICOMOS Ireland will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.

4. **Process data only in ways compatible with the purposes for which it was given initially**

ICOMOS Ireland will only use and disclose personal data in ways that are necessary for, or compatible with, the purpose/s for which it collects and keeps the data.

5. **Keep it safe and secure**

ICOMOS Ireland will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction.

6. **Keep it accurate, complete and up-to-date**

ICOMOS Ireland will have procedures that are adequate to ensure high levels of data accuracy and completeness and to ensure that personal data is kept up-to-date.

7. **Ensure that it is adequate, relevant and not excessive**

Personal data kept by ICOMOS Ireland will be adequate, relevant and not excessive in relation to the purpose/s for which they are kept.

8. **Retain it for no longer than is necessary**

ICOMOS Ireland will retain data for no longer than necessary in accordance with its data retention policy. This has regard to derogations in the Data Protection Act which allow for the processing of special categories of personal data where such processing is in the public interest, for scientific or historical research purposes or for statistical purposes (sections 39, 51, 58, 69 & 88).

What personal data do we collect?

Your personal data (any information which identifies you, or which can be identified as relating to you personally such as your name, address, phone number, email address) will be collected and used by us in accordance with this policy. We'll only collect the personal data that we need.

We collect personal data in connection with specific activities such as registration or membership requests, placing orders, booking events, donations, volunteering, conducting research, etc.

You can give us your personal data by filling in forms on our website, by registering as a member or using other social media functions on our website or by corresponding with us (by phone, email or by joining as a member/supporter/customer).

This personal data you give us may include name, title, address, date of birth, age, email address, telephone numbers (personal / professional) and ICOMOS membership category.

What do we do with your personal information?

We will use your information to administer your membership. This includes submitting your membership to ICOMOS Ireland Board for approval, processing your payment, sending your Membership card, making your name and membership status available to ICOMOS International Secretariat, sending you ICOMOS Ireland's Annual Report and agendas for General Meetings of the company.

If you supply your information for other purposes, for example if you send us an enquiry, we will only use your information for the purpose of answering your query.

If we want to use your data for any purpose outside of the terms of this Privacy Statement, we will ask you first.

Our membership payment processing system is operated by Stripe. It is an online platform specifically designed to capture information necessary to service membership. Stripe takes reasonable precautions to protect our users' information. Your account information is located on a secured server behind a firewall. <https://stripe.com/ie/privacy> If you choose a direct payment gateway to complete your purchase, then Shopify stores your credit card data. It is encrypted through the Payment Card Industry Data Security Standard (PCI-DSS). Your purchase transaction data is stored only as long as is necessary to complete your purchase transaction. After that is complete, your purchase transaction information is deleted.

All direct payment gateways adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover.

PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

ICOMOS Ireland Ezines are delivered through Mailchimp. You can opt in or out of these communications at any time.

You can find their privacy policy online at: <https://mailchimp.com/legal/privacy/>

In addition, your consent, we may send you emails about our events, programmes and information and opportunities for cultural heritage practitioners.

ICOMOS Ireland uses Eventbrite as its online ticketing platform for events, you can find their privacy policy here: https://www.eventbrite.com/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy

How do you get my consent? When you provide us with personal information to complete a transaction, registering or renewing your membership, placing an order, this implies that you consent to our collecting it and using it for that specific reason only.

How do I withdraw my consent? If after you opt-in, you change your mind, you may withdraw your consent for us to contact you, for the continued collection, use or disclosure of your information, at anytime, by contacting us at icomosirelandsecretary@gmail.com or by post ICOMOS Ireland c/o 8 Merrion Square, Dublin 2

External Links

When you click on links on our website, they may direct you away from our website. We are not responsible for the privacy practices of other sites and encourage you to read their privacy statements.

Security

To protect your personal information, we take appropriate precautions and follow industry best practices to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed.

ICOMOS Ireland will never sell any of your data.

How long will we keep your information?

ICOMOS Ireland will keep your information for up to seven years after you actively discontinue your membership. It will additionally monitor activity reports on our server and delete information on subscribers that show no activity for a sustained length of time (no less than two years, no more than seven years).

Rights under the GDPR:

Right to be Informed - This Privacy Statement informs you about your data.

Right of Access - Each year when we send you a renewal letter and/or membership card we include a form on the reverse which lists the data we hold on you. You can write to us at any other time and we will supply this too.

Right of Rectification - On the reverse of the renewal letters and membership card letters that we send we include a form listing the data we hold on you and invite you to make corrections. You can also write to us at any time to make a correction. We will reply to you within 30 working days.

Right of Erasure - See the Retention Policy section of this Privacy Statement for details of how and when we will generally erase your data. You can write to us to request that we delete all your data. We will review this request and communicate the result to you. We will erase as much data as possible but may need to retain certain data for a period, for example financial records in case of audit.

Right to Restrict Processing - If you are opted in to news emails you can write to us to opt out of these.

Right to Data Portability - We can provide you with a statement of your membership payments on request.

Right to Object - Contact us at membership@antaisce.org to make a complaint about your data.

How can I find out more? - Further information on your data privacy rights is available on the website of the Data Protection Commissioner www.dataprotection.ie