



DATA PROTECTION NOTICE

September 2018

The Stephen's Green Hibernian Club ('The Club') is committed to protecting the Personal Data which is provided when you visit this website.

Who we are:

The Club is a Data Controller as defined in the Data Protection Acts 1988 to 2018 and in the General Data Protection Regulation EU 2016/679.

Our Contact Details are as follows:

The Data Protection Manager, The Stephen's Green Hibernian Club, 9 St Stephen's Green, Dublin, 2.

What we collect:

On this website the Club collects the following information, some but not all of the information requested is regarded as Personal Data under the Data Protection Acts 1988 to 2018 and the GDPR, which you voluntarily provide:

1. From persons making a membership enquiry:
 - Name
 - Email address:
 - Country of Residence

2. From persons making a wedding venue enquiry:
 - Names
 - Email address:
 - Phone number:
 - Number of Guests:
 - Wedding Date:

3. From persons who wish to make a meeting room/event enquiry:
 - Name
 - Email address
 - Phone number
 - Number of Persons
 - Date

4. From persons making an accommodation enquiry

- Username
- Password
- Date of Reservation
- Type of occupancy

5. From Members for logging in:

- Your username
- Your password

6. From Members registering on the website:

- Membership Number
- Name
- Email address
- Gender
- Date of Birth

We have a separate Cookie Policy which outlines our use of cookies.

When you contact us by telephone, we may request certain Personal Data from you such as your name, contact details and membership number.

If you wish to apply for membership of the Club or if you wish to book a wedding or a room for an event, we ask you to complete an application form by providing some or all (depending on application type), of the following:

- Name
- Address
- Date of Birth
- Date of Event
- Nature of Event
- Email address
- Contact number
- Business & Professional Details
- Educational background
- Other club memberships
- Interests
- Payment details

This information is required to enable the Club to consider your membership request or book your event. This is necessary in the legitimate interests of the Club to conduct the business and affairs of the Club.

Some, but not all of the information requested, is regarded as Personal Data under the Data Protection Acts 1988 to 2018 and the GDPR.

What does the Club use your Personal Data for?

The Club uses the Personal Data provided to contact you directly and respond to your enquiry and to accommodate your request which will be subject to a contract. The Club holds your Personal Data on a database in order to book an event or room or to process your application for membership and to maintain that membership.

As we progress with your enquiry we may request your consent to communicate marketing material to you by email or by post. You are not obliged to give such consent and if you do, you can withdraw that consent at any time.

Who do we share your Personal Data with?

We may share your Personal Data with Club Committee members for the purposes of accepting bookings or applications for membership; IT support services who help maintain our database and IT systems; email service providers. When the Club uses third party support services we enter into a data processor agreement with them wherein they commit to maintaining confidentiality and security of your Personal Data. As some of these third-party support services are located outside the EEA, your Personal Data may be transferred outside the EEA eg to USA or Canada. Such transfers are based on the safeguard measure of an equivalency decision made by the European Commission. If an equivalency decision has not been made, the Club includes approved contract clauses in the data processor agreements which affords you the same protections for your data that exist in Europe.

How long do we keep your Personal Data for?

The Club retains your Personal Data for as long as is necessary to fulfil the purpose we collected it for. If you are applying for membership, the Club will retain your Personal Data provided in an application form and recorded on a database for the duration of your membership plus two years and limited Personal Data (eg name, address, occupation and year of birth) for archiving and historical purposes. If you are booking a wedding or an event or a room, the Club will retain your Personal Data provided in an application form, until your event has taken place and then one year thereafter for accounting purposes.

What are your rights in relation to your Personal Data?

Under the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation EU 2016/679 you have the following rights:

- The right to request access to your Personal Data.
- The right to request rectification or correction or erasure of your Personal Data.
- The right to request restriction of processing of your Personal Data
- The right to object to the processing of your Personal Data.
- The right to withdraw your consent if you provided it.
- The right to transfer or port certain Personal Data relating to you from one organisation to another.

You can write to us at the above address should you wish to discuss our policies, make a complaint to us or request to exercise your rights. The Club will respond **within one month** of receipt of the request. However, the Club may require additional information in order to confirm your identity. Please note that not all of these rights are absolute and there may be

limited and specific circumstances where they may not apply or may be restricted in some way. Nevertheless, we will respond to your request within one month of receipt.

You also have the right to lodge a complaint with the Data Protection Commission.

Further details on your rights can be obtained from the Data Protection Commission at <https://www.dataprotection.ie/docs/A-guide-to-your-rights-Plain-English-Version/r/858.htm>

The Club may update this Data Protection Notice from time to time.