



TITLE: DATA PROTECTION AND PRIVACY STATEMENT

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INTRODUCTION

The I.M.C.C. (hereafter “the Club”) is committed to protecting and respecting its members’ privacy and the Club will endeavour to act at all times in compliance with the requirements of the Data Protection Regulations. For any personal data provided by members for the purpose of their membership, the Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

MEMBERS

The Club requires and retains basic personal data, typically only in the form of contact details, in respect of each of its Members (e.g., name, address, partners name, telephone numbers, email addresses). This information is requested as part of the membership application and renewal process. Such personal data is retained by the Club for administration purposes throughout the term of each Member’s membership. We will hold your personal data on file for as long as you are a member of the Club. Where a member resigns from the Club any personal data held in the form of paper records and/or electronically will be securely destroyed when they cease their membership with the Club. With regard to lapsed members any personal data held in the form of paper records and/or electronically will be securely destroyed when they cease their membership with the club.

The Club may contact its Members through any medium for which the Member has supplied a contact detail (e.g., by telephone, text, post or email). The contact details held by the Club for each Member will be detailed in each Member’s annual membership renewal documentation. It is the responsibility of each Member to verify that these details are up-to-date and correct and where any part of this information is wrong or outdated; it is for each Member to return the renewal documentation advising of the correct information, or to contact the Membership Secretary.

Except where required by law to do so, the Club will never provide a Member’s personal data to any third party without the permission of the person to do so.

WEBSITE

The Club has a website (www.imcc.ie), which contains a password protected Members Only section. Each Member is provided with a username and password to access this section. Access provides Members with information pertaining to motorhoming which is not available in the open area of the website.

Through this Website you may have an opportunity to send us information, such as through the "membership new/renew" or the “contact” pages, where you may send e-mails etc. By choosing to participate in these, you will be providing us with some level of personal information relating to you. This information will only be used by this site for the purpose for which it was provided by you.

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COLLECTION AND USE OF PERSONAL INFORMATION

This Website does not collect any personal data about you apart from information which you volunteer for example by emailing us or registering for our members' only section of the website. Personal information; information that is associated with your name or personal identity. Any information which you provide in this way is not made available to any third parties and is used by this site only in line with the purpose for which you provided it.

DATA BREACH NOTIFICATION PROCEDURE

A data breach can involve personal data held by the Club held in manual or automated form. A breach is a loss of control, compromise, unauthorised disclosure, acquisition, access or any similar term referring to situations where persons other than authorised users, have access or potential access to personal data in usable form. This could mean:

- Loss of a laptop, memory stick or mobile device that contains personal data
- Lack of a secure password on PC's or giving a system login to an unauthorised person
- Emailing members information to someone in error

Every effort will be made by the Club to keep laptops etc. secure.

When there has been a breach of the Data Protection Guidelines the following will take place:

1. Actual, suspected, or potential breaches should be reported immediately to vicechair@imcc.ie
2. An independent team will be established to assess the breach and determine its severity. Depending on the scale and sensitivity of data lost and the number of people impacted, the Office of the Data Protection Commissioner and relevant regulatory bodies will be informed as quickly as possible following detection.
3. In certain circumstances the Club may, inform the people impacted of the loss of their data and provide them with an assessment of the risk to their privacy.
4. The Club will make recommendations to the impacted people which may minimise the risks to them.
5. The Club will then implement changes to procedures or technologies to prevent a recurrence of the breach.