

# Meath Public Participation Network

## Data Protection Policy

Approved at meeting of Meath PPN Plenary held on



**Public Participation  
Network Meath**

## **Data Protection Statement in compliance with GDPR**

This policy is a statement of Meath Public Participation Network's commitment to protect the rights and privacy of individuals and compliance with General Data Protection Regulation (GDPR) which seeks to harmonise privacy laws across Europe, heighten accountability for how personal data is acquired and handled and give EU residents more control over their personal data.

### **Collecting information**

As per Circular CVSP 1/2018, Salesforce is the data and information management system used by all PPN's to record and manage information about Member Groups.

Data is collected for all of the numerous services provided to the registered groups of Meath PPN and from all groups and associations linked to it. It collects data on paper by way of application forms, correspondence etc. as well as by way of emails and online registrations. In all cases, data is obtained for stated specified purposes, consent for such data is freely given, that such consent can be withdrawn, that it is held securely and not held for longer than required. Data Controllers for Meath PPN are the Staff of Meath PPN.

Individuals provide Meath PPN with their contact details in order to receive emails, newsletters and other relevant information from Meath PPN. They are entering an agreement that their details may be shared with the elected representatives of the PPN and with the Secretariat of Meath PPN in exceptional circumstances and when directly related to the work of the PPN.

Meath PPN will not supply the information provided to it to any person or organisation not engaged in PPN work or activities.

Individuals or member groups may request to have their personal data supplied to them and/or removed from or updated on the register by giving 30 days' notice to meathppn@meathcoco.ie or by post to Meath PPN, Buvinda House, Dublin Road, Navan Co. Meath.

## **GDPR Principles**

We will carry out our GDPR responsibilities in accordance with the following six principles:

- 1. Lawfulness, fairness and transparency** - Meath PPN ensures that data is gathered and used in a way that is legal, fair and understandable. The public have the right to know what is being gathered and have this corrected or removed.
- 2. Purpose limitation** - Meath PPN only use data for legitimate purposes specified at the time of collection. This data will not be shared with third parties without permission.
- 3. Data minimisation** - The data collected by Meath PPN is limited only to what is required for the purpose stated. Meath PPN does not collect data en masse without purpose.
- 4. Accuracy** - The personal data Meath PPN holds is accurate and kept up to date to the best of our abilities. If it is no longer accurate, it will be rectified or erased.
- 5. Storage limitation** - Meath PPN only stores personal data for as long as is necessary. Data may be archived securely and used for research purposes in the future.
- 6. Integrity and confidentiality** - Meath PPN holds personal data in a safe and secure way that takes reasonable steps to ensure the security of this information and avoid accidental loss, misuse or destruction.

## **Responsibility**

Overall responsibility for ensuring compliance with GDPR rests with Meath PPN. All employees, volunteers and Representatives of Meath PPN who separately collect, control or process the content and use of personal data are individually responsible for compliance with GDPR.

## **Data Subjects Rights**

Meath PPN is committed to upholding individual's rights as specified by GDPR:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relation to automated decision making.

## **Review**

This Data Protection Policy will be reviewed regularly in light of any legislative or other relevant developments.