



May 2018

Irish Dental Benevolent Society Privacy Statement

1. Introduction

Protecting its stakeholders' personal data is important to the Irish Dental Benevolent Society (IDBS). This Privacy Statement sets out how personal data is collected, used, stored and protected, in compliance with Data Protection legislation. This Privacy Statement must be read in conjunction with the IDBS Confidentiality Statement.

2. Company Information

The IDBS is a registered charity whose purpose is to provide financial assistance to dentists and/or their families when the need arises. Its income is derived from capital investment returns and donations which come, in the main, from the profession.

3. Who controls the use of personal data?

IDBS, whose registered address is 57 Merrion Square, Dublin 2, is the organisation that controls and is responsible for personal data that is collected in relation to its core activity. Whilst the Society is not a public body and does not engage in regular and systematic monitoring on a large scale of data collected it is, nevertheless, committed to complying with its data protection obligations. If there are any questions as to the manner in which personal data is being handled or if any further information is required, the Honorary Secretary of the Society may be contacted by post at the above address.

4. What type of Personal Data is held?

Clients

In order to provide its service the Society needs to process certain personal data in relation to its clients or prospective clients:

Biographical Data: The Society collects such data in order to establish levels of need at the time of an application for assistance and in order to be in a position to review such cases from time to time thereafter. This includes names, addresses, phone numbers, email addresses, gender, family relationships (eg spouse, children other dependents) and dates of birth.

Financial Data: List and value of assets and liabilities, details regarding other sources of finance, regular and occasional outgoings.

Health Data: The Society may occasionally hold data in relation to a client's medical status.

Donors

The majority of donors to the Society make a regular contribution using Bank Standing Orders or Direct Debits. The Society holds no personal or financial information in relation to these donations. In instances where an occasional donation, such as cash or cheque, is made, a courtesy letter, by way of receipt, goes to the donor. These details are not retained.

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Committee Members, Regional Representatives and sub-Group Members

The Society maintains contact details of the members of the Management Committee, Regional Representatives and members of any other sub-groups formed from time to time, eg names, addresses, email addresses and telephone numbers.

5. Protecting Personal Information

The Society is committed to protecting all personal data and to implementing appropriate organisational security measures to protect it against any unauthorised or unlawful processing and against any accidental loss, destruction or damage.

6. Retention of Personal Information

The Society will retain personal data only for as long as is necessary for the purpose for which it was collected and in order to meet any legal and business requirement of managing the affairs of the Society.

7. Rights of Stakeholders

All stakeholders listed have various rights under data protection law, subject to certain exemptions, in connection with the processing by the Society of their personal data:

Right to access data – They have the right to request a copy of the personal data that is held about them, together with other information about the processing of that personal data.

Right to rectification – Stakeholders have the right to request that any inaccurate data held on them is corrected or if that information is incomplete, to have it updated so that it is complete.

Right to erasure – Stakeholders have the right to request the Society to delete personal data held about them (Right to be forgotten)

Right to restriction of processing or to object to processing. - The right to request that the Society no longer processes personal data for particular purposes, or to object to the Society's processing of personal data for particular purposes.

Right to data portability – Stakeholders have the right to request the Society to provide them, or a third party, with a copy of their personal data in a structured, commonly used machine-readable format.

8. Statement Review

This Statement will be regularly reviewed to ensure the Society continues to meet its obligations in processing personal data and protecting the privacy of all stakeholders. In order to do so, the Society reserves the right to update, modify and amend this Statement at any time as required. No significant changes will be made to this Statement without informing all stakeholders.

9. Questions and Complaints

Any queries or complaints in connection with the Society's processing of personal data should be sent by post to:

The Honorary Secretary, Irish Dental Benevolent Society, 57 Merrion Sq., Dublin 2

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