



# An Coimisiún Le Rincí Gaelacha

## Privacy Notice

### Introduction

Welcome to An Coimisiún Le Rincí Gaelacha Privacy Notice & Data Protection Policy

An Coimisiún Le Rincí Gaelacha respects your privacy and is committed to protecting your personal data. This Privacy Notice will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

This Privacy Notice is provided in a layered format so you can click through to the specific areas set out below. Alternatively you can download a pdf version of the policy [here](#). Please also use the Glossary to understand the meaning of some of the terms used in this Privacy Notice.

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## 1 Important information and who we are

### 1.1 Purpose of this Privacy Notice

- a. This Privacy Notice aims to give you information on how we collect and process your personal data through your use of this website.
- b. It is important that you read this Privacy Notice together with any other Privacy Notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This Privacy Notice supplements the other notices and is not intended to override them.

## 1.2 Controller

- a. This Privacy Notice is issued on behalf of An Coimisiún Le Rincí Gaelacha so when we mention "we", "us" or "our" in this Privacy Notice, we are referring to the relevant organisation, regional council or nominated officer who is responsible for processing your data. An Coimisiún Le Rincí Gaelacha is the controller and responsible for this website.
- b. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact [GDPR@clrg.ie](mailto:GDPR@clrg.ie)
- c. You have the right to make a complaint at any time to the Office of the Data Protection Commission ("ODPC"), the Irish supervisory authority for data protection issues at [info@dataprotection.ie](mailto:info@dataprotection.ie). We would, however, appreciate the chance to deal with your concerns before you approach the ODPC so please contact us in the first instance.

## 1.3 Changes to the Privacy Notice and your duty to inform us of changes

The data protection law in Ireland will change on 25 May 2018. Although this Privacy Notice sets out most of your rights under the new laws.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

## 1.4 Third-party links

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

# 2 The data we collect about you

## 2.1 Types of Data

- a. Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).
- b. We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:
  - i. **Identity Data** includes first name, maiden name, last name, username or similar identifier, title, date of birth and gender.
  - ii. **Contact Data** includes billing address, email address and telephone numbers.
  - iii. **Financial Data** includes bank account and payment card details. iv. **Transaction Data** includes details about payments to and from you.
  - v. **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website
  - vi. **Profile Data** includes your username and password, purchases or orders made by you, your feedback and survey responses (if applicable).
  - vii. **Usage Data** includes information about how you use our website.
  - viii. **Marketing and Communications Data** includes your preferences in receiving marketing from us and your communication preferences.

- c. We also collect, use and share Aggregated Data such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this Privacy Notice.
- d. We do not collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data).

## 2.2 If you fail to provide personal data

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to register you annually as a teacher / adjudicator or examiner, or to apply for an examination held by An Coimisiún). In this case, we may have to cancel the application which you have with us but we will notify you if this is the case at the time. If you fail to provide information when requested in order to process a background screening check or “vetting” as required in the jurisdiction where you reside, your application to register with An Coimisiún Le Rincí Gaelacha will be cancelled.

## 3 How is your personal data collected?

We use different methods to collect data from and about you including through:

3.1 **Direct interactions.** You may give us your Identity, Contact and Financial Data by corresponding with us by post, phone, email, filling in a registration form, survey or otherwise. This includes personal data you provide when you:

- a. Register annually as a TMRF, TCRG, ADCRG, BG or SDCRG
- b. Submit an application form to sit an examination to become a TMRF, TCRG, ADCRG, BG or SDCRG.
- c. Submit an application form to host grade examinations
- d. create an account on our website
- e. subscribe to our publications (if applicable)
- f. request marketing information to be sent to you;
- g. enter a competition, promotion or survey;
- h. apply for a job
- i. give us some feedback;
- j. submit a query to the office of An Coimisiún or any officer appointed by An Coimisiún le Rincí Gaelacha

3.2 **Automated technologies or interactions.**

As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, and other similar technologies. Please see our [cookie policy](#) for further details.

**Cookies:** Like many other sites, [www.clrg.ie](http://www.clrg.ie) uses cookies, which are small text files that can help websites improve the service they offer to users.

We use the information collected by cookies to provide necessary services to our users, such as taking donations, processing registration or purchasing CLRG products. We also use them to help us understand more about how our website is used by our supporters and how we could improve what we do to better suit their needs.

You are always free to decline our cookies. To do this, you can modify your web browser to refuse cookies, or to let you know when you receive new cookies. Find out how to manage the cookies stored on your computer.

### 3.3 Third parties or publicly available sources.

We may receive personal data about you from various third parties as set out below:

- a. Technical Data from the following parties:
  - i. analytics providers such as Google;
  - ii. advertising networks such as Google
  - iii. search information providers such as Google and Bing;

## 4 How we use your personal data

### 4.1 Lawful basis

- a. We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances where:
  - i. we need to perform the contract we are about to enter into or have entered into with you;
  - ii. where we need to comply with a legal or regulatory obligation.
- b. You have the right to withdraw consent to marketing at any time by contacting us at [GDPR@clrg.ie](mailto:GDPR@clrg.ie)

### 4.2 Purposes for which we will use your personal data

- a. We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.
- b. Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us at [GDPR@clrg.ie](mailto:GDPR@clrg.ie) if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
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<p>To register you as</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A new or returning Teacher, Adjudicator or Examiner.</li> </ul>	<ul style="list-style-type: none"> <li>a. Identity</li> <li>b. Contact</li> </ul>	<p>performance of a contract with you.</p>
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<b>Purpose/Activity</b>	<b>Type of data</b>	<b>Lawful basis for processing including basis of legitimate interest</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> New Examination Candidate</li> </ul>		
<p>To process and deliver your registration or exam booking, Online Sales</p> <ul style="list-style-type: none"> <li>a. communicating with you</li> <li>b. manage payments</li> </ul>	<ul style="list-style-type: none"> <li>a. Identity</li> <li>b. Contact</li> <li>c. Financial</li> <li>d. Transaction</li> <li>e. Marketing and Communications</li> </ul>	<p>performance of a contract with you</p>
<p>To manage our relationship with you which will include:</p> <ul style="list-style-type: none"> <li>a. notifying you about changes to our terms or privacy policy</li> <li>b. asking you to complete a survey</li> </ul>	<ul style="list-style-type: none"> <li>a. Identity</li> <li>b. Contact</li> <li>c. Profile</li> <li>d. Marketing and Communications</li> </ul>	<ul style="list-style-type: none"> <li>a. performance of a contract with you</li> <li>b. necessary to comply with a legal obligation</li> <li>c. necessary for our legitimate interests (to keep our records updated)</li> </ul>

<p>To enable dancers to partake in a registered competition or grade Examinations. Applications are accepted from registered teachers only</p>	<p>a. Identity b. Contact</p>	<p>a. performance of a contract with you b. necessary for our legitimate interests (to offer competition options to registered teachers)</p>
<p><b>Purpose/Activity</b></p>	<p><b>Type of data</b></p>	<p><b>Lawful basis for processing including basis of legitimate interest</b></p>
<p>To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)</p>	<p>a. Identity b. Contact c. Technical</p>	<p>a. necessary for our legitimate interests (for running our organisation, provision of administration and IT services, network security, to prevent fraud b. necessary to comply with a legal obligation</p>
<p>To deliver relevant website content and advertisements to you on our website, third party websites and social media channels.</p>	<p>a. Identity b. Contact c. Profile d. Usage e. Marketing and Communications f. Technical</p>	<p>necessary for our legitimate interests</p>

### 4.3 General Marketing

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising. We have established the following personal data control mechanisms set out in paragraphs 4.4 – 4.8.

### 4.4 Promotional offers from us

- a. You will receive marketing communications from us if you have registered with us, if you have requested information from us regarding a vendor space, or any advertising information, or if you provided us with your details when you entered a competition or in each case, you have not opted out of receiving that marketing.

### 4.5 Third-party marketing

We will not share your data with any third party company for direct marketing purposes.

### 4.6 Opting out

- a. You can ask us to stop sending you marketing messages at any time by contacting us at [GDPR@clrg.ie](mailto:GDPR@clrg.ie) at any time.
- b. Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of a registration, exam bookings, or other transactions.

### 4.7 Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see [here](#)

### 4.8 Change of purpose

- a. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.
- b. Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## 5 Disclosures of your personal data

5.1 We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above:

- a. External Third Parties as set out in the Glossary.

5.2 We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

5.3 An Coimisiún will not be liable for any claim brought by a data subject arising from any action taken involving information wholly gained from details which have been printed in An Liosta Oifigiúil either in electronic or hard copy format. All persons registered with An Coimisiún, or

applying for registration with An Coimisiún consent to have their details included on An Liosta Oifigiúil and its distribution to registered members.

## 6 International transfers

6.1 Your personal data is transferred outside the European Economic Area (EEA) only where the data subject (i.e. the individual to whom the personal data relates) has given his or her consent.

## 7 Data security

7.1 We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, examiners or other officers of An Coimisiún who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

7.2 We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable supervisory authority or other regulator of a breach where we are legally required to do so.

## 8 Data retention

8.1 We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

8.2 To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from un-authorized use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

8.3 By law we have to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they cease being members for tax and other legal purposes.

8.4 In some circumstances you can ask us to delete your data: see [below](#) for further information.

## 9 Your legal rights

9.1 Under certain circumstances, you have rights under data protection laws in relation to your personal data. Full information on each point can be found at point 11- Your Legal Rights below



### **Request access to your personal data.**

Request access: to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

### **Request correction of your personal data.**

Request correction: of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

### **Request erasure of your personal data.**

Request erasure: of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

### **Object to processing of your personal data.**

Object to processing: of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have a compelling legitimate ground to process your information which overrides your rights and freedoms.

### **Request restriction of processing your personal data.**

Request restriction of processing: of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it

### **Request transfer of your personal data.**

Request the transfer: of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

### **Right to withdraw consent.**

Withdraw consent: where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain offerings to you. We will advise you if this is the case at the time you withdraw your consent.

9.2 If you wish to exercise any of the rights set out above, please contact us at [GDPR@clrg.ie](mailto:GDPR@clrg.ie)

9.3 You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is

clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

9.4 We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

9.5 We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

## 10 Glossary

### 10.1 Lawful Basis

- a. **Legitimate Interest** means the interest of our organisation in conducting and managing our business to enable us to give you the best offering and the best and most secure experience; we make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests; by contacting us at [GDPR@clrg.ie](mailto:GDPR@clrg.ie)
- b. **Performance of Contract** means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.
- c. **Comply with a legal or regulatory obligation** means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

### 10.2 Third Parties

- a. **External Third Parties**
  - i. service providers based in Ireland who provide IT and system administration services;
  - ii. professional advisers acting as processors or joint controllers including lawyers, bankers, auditors and insurers based in the EEA who provide consultancy, banking, legal, insurance and accounting services; and
  - iii. the Revenue Commissioners, regulators and other authorities acting as processors or joint controllers based in Ireland who require reporting of processing activities in certain circumstances.

## 11 Your Legal Rights

You have the right to:

**Request access:** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

**Request correction:** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

**Request erasure:** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

**Object to processing:** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms.

**Request restriction of processing:** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer:** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machinereadable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

**Withdraw consent at any time:** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain offerings to you. We will advise you if this is the case at the time you withdraw your consent.

Version #	Date	Details of Revisions
1.0	10.05.2018	