

Cavan Public Participation Network

Data Protection Policy

DRAFT: March 2022



CAVAN
PUBLIC PARTICIPATION NETWORK

DRAFT DOCUMENT

Data Protection Statement in compliance with GDPR

This policy is a statement of Cavan 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

Individuals provide Cavan PPN with their contact details in order to enable them to be fully consulted and included in the local democratic processes. They are entering an agreement that the details they supply may be shared with other members of the PPN, with the elected representatives of the PPN, with members of Cavan PPN Secretariat, with Cavan County Council and with other bodies or persons who require access in order to facilitate the ongoing work of the PPN. They are also agreeing to receive emails and newsletters from Cavan PPN.

Cavan PPN will not supply the information provided to it to any person or organisation not engaged in PPN work or activities or in the community and voluntary sector. 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 cavanppn@gmail.com or by post to Cavan PPN, Cana House, Farnham Street, Cavan Town.

GDPR Principles

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

- 1. Lawfulness, fairness and transparency** - Cavan 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** - Cavan 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 Cavan PPN is limited only to what is required for the purpose stated. Cavan PPN does not collect data en masse without purpose.
- 4. Accuracy** - The personal data Cavan 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** - Cavan 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** - Cavan 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 Cavan PPN. All employees, volunteers and Representatives of Cavan PPN who separately collect, control or process the content and use of personal data are individually responsible for compliance with GDPR.

Data Subjects Rights

Cavan 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.