



The Community Centre
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DATA PROTECTION POLICY

DATE OF ISSUE: January 2018

POLICY BRIEF & PURPOSE

In accordance the Data Protection Act 1998 and Data Protection (Amendment) Act 2003, BCC is fully committed to treating all information relating to BCC staff, customers, stakeholders and other interested parties with the utmost care and confidentiality.

With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

DEFINITIONS

Confidential and proprietary information is secret, valuable, expensive and/or easily replicated. Common examples of confidential information are:

- Unpublished financial information
- Data of Visitors/Partners/Vendors
- Data entrusted to BCC by external parties
- Documents and processes explicitly marked as confidential
- Unpublished goals, forecasts and initiatives marked as confidential

SCOPE

This policy applies to all BCC Staff and volunteers regardless of employment agreement or rank. This policy applies to all consultants, partners, third parties, contractors or suppliers on-site at BCC who may have access to data / confidential information.

POLICY STANDARDS

As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data etc.

BCC collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

Our data will be:

- Accurate and kept up-to-date
- Collected fairly and for lawful purposes only
- Processed by BCC within its legal and moral boundaries
- Protected against any unauthorized or illegal access by internal or external parties

Our data will not be:

- Communicated informally
- Stored for more than a specified amount of time
- Transferred to organizations, states or countries that do not have adequate data protection policies
- Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

In addition to ways of handling the data, BCC has direct obligations towards people to whom the data belongs. Specifically, we must:

- Let people know which of their data is collected
- Inform people about how we'll process their data
- Inform people about who has access to their information
- Have provisions in cases of lost, corrupted or compromised data

Ballyphehane Community Association is a Company Limited by Guarantee (CLG)

Registered No. 354401

Registered Charity Number: 20050740

Pride of Place Award Winners 2015

- Allow people to request that we modify, erase, reduce or correct data contained in our databases

Actions

To exercise data protection we're committed to:

- Restrict and monitor access to sensitive data
- Develop transparent data collection procedures
- Train BCC staff in online privacy and security measures as part of induction/onboarding
- Build secure networks to protect online data from cyberattacks
- Establish clear procedures for reporting privacy breaches or data misuse
- Include contract clauses or communicate statements on how we handle data
- Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)

Individuals are entitled to request details of information kept on them and/or request copies of data kept relating to them.

ENFORCEMENT

Enforced by BCC Board of Management and appointed Data Protection Officer, however it is the responsibility of everyone to ensure that confidential information remains confidential.