

An Óige

Privacy Policy Adopted May 2018 (Board 10th July 2018)

This policy sets out our approach to the personal privacy of our guests, members and contacts and is updated to reflect the requirements of GDPR.

Policy Statement

An Óige respects the personal privacy of all we come in contact with and we take the responsibility of ensuring that personal data is only used for the purposes for which it is collected and is held safely and securely in accordance with all relevant legislation and best practice. If we ask you for any personal information, we will tell you the purposes for which we intend to use that information. We will not collect, use or disclose your personal information without your consent. We will never sell any information obtained from you to a third party. We will retain your information no longer than required for the processing except where otherwise indicated by legislation or best practice.

Collection and Use of Personal Information

We collect and use personal information in the following ways:

- To allow us to process memberships
- To allow us to process hostel bookings
- To allow us to process programme groups
- To process payments
- To allow us to process volunteers
- To allow us to process employees
- To allow us to secure our hostel premises
- To allow us to comply with Garda Vetting
- To manage our website
- To allow us to market to potential guests

Safeguarding Information

Any personal data you provide to us is encrypted and delivered over a secure server. Access to personal information is restricted to appropriately authorised staff and volunteers only. All personal data is held on secure servers which are backed up nightly.

Your Rights

Access to your personal data: You have a right of access to personal data held by us. This right may be exercised by emailing us on info@anoige.ie. We will aim to respond to any request promptly, but in any event within 30 days.

Right to amend: To update or correct any personal data held by us, you may email us on info@anoige.ie with details of the change and we will make the necessary amendments.

Right to withdraw consent: You have a right to withdraw consent to us holding or processing your personal data at any time. To withdraw consent please email us on info@anoige.ie. Our email newsletter also contains a link to unsubscribe.

Right of data portability: You have the right to receive any personal data concerning you in a structured, machine-readable format to allow transmission to another data controller.