
CGAI Privacy Statement

Introduction

This Privacy Statement exists to demonstrate our firm commitment to the privacy of your information and to explain to you our use of your information. The www.cgai.ie website (the “Website”) is operated by the CGAI. In order to fully understand your rights, we encourage you to read this Privacy Statement.

This Privacy Statement sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. If you are under 16 years of age, please read this Privacy Statement with a parent or guardian to make sure you understand it.

We act as the data controller when processing your data and you have the right to obtain information about the data that we hold on you. For the purpose of the Data Protection Acts 1988-2003, the General Data Protection Regulation (GDPR) (EU) 2016/679 and any national implementing legislation (the “applicable Data protection law”), the CGAI is the Data Controller.

Should you need to contact us please email us at execdir@cgai.ie; call us or post to The Corporate Governance Association of Ireland, 24-26 City Quay, Dublin 2.

Your personal data - CGAI Administration

As a CGAI member potential member or affiliate, we require your personal information to perform our contractual relationship with you. This information is required for us to provide you with our services and we will not be able to offer our services without it. We take your privacy seriously and take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and we have put in place appropriate security measures.

We only ever retain personal information for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements and in accordance with our data retention policy.

To determine the appropriate retention period, we consider the amount, nature and sensitivity of the personal data, the purposes for which we process your data and our relationship with you, whether we can achieve the purpose through other means, the potential risk from unauthorised use or disclosure of your personal data, and circumstances whereby you instruct us to delete your data.

Where you have consented to us using your details by joining our mailing list, we will keep such data until you notify us otherwise and/or withdraw your consent.

Information that we collect

It is important that you read this privacy notice together with fair processing notices which we provide in specific cases when we are collecting or processing personal data about you (e.g. membership application, expression of interest, event booking) so that you are fully aware of how and why we are using your data.

The CGAI processes your personal information to meet our obligations with you and to provide you with our services as a CGAI member or non-member. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified.

We collect the following personal information through online forms, email correspondence and Paper / pdf forms that include conference and event registrations logs, which we have grouped together as follows:

- Your Identity, including; first name, last name, company, professional title, professional qualifications
- Your contact details, including; Postal address, email address, and telephone number
- Your financial data; including; Credit / Debit card details when presented for payment
- Your computers technical data, including; IP address, login data, etc

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]

Your personal data - Where it is stored

All information you provide to us is stored on secure (hosted) servers. Any payment transactions will be encrypted using SSL technology. However, as no data transmission over the Internet can be guaranteed as 100% secure, we cannot ensure or warrant the security of any information you transmit to us and you transfer the data at your own risk. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. In all such cases we will only transfer such data where there is an adequate level of data protection in that country that is no less protective than that which is provided in Ireland.

We may from time-to-time utilise some products or services (or parts of them) that may be hosted/stored in the United States which means that we may transfer information which is submitted by you outside the European Economic Area ("EEA") for the purposes of database management, email services and research surveys (e.g. Survey Monkey).

The Privacy Shield framework imposes stronger obligations on U.S. companies to protect the personal data of Europeans

Your personal data - How it is used

We take your privacy seriously and will only use your personal data when the law allows us to. As a CGAI member or participant / attendee on our training programmes / events, your personal data is processed on the basis of contractual necessity. Generally, we do not rely on consent as a legal basis for processing your personal data other than in relation to sending non-members information and updates on our services and such non-members have the right to withdraw consent at any time by unsubscribing from our mailing list.

In order to protect the privacy of your personal information, we:

- Take all due care to protect your personal data from any loss, unauthorised access, modification, use, disclosure or destruction
- Limit access to your personal data to those employees, agents, suppliers and other third parties who have a business need to know and who will only process your data under our strict instructions
- Provide data protection training as necessary to those charged with processing and safeguarding of personal information
- Ensure that security measures are in place on our online systems including SSL, encryptions and restricted access
- Have procedures to deal with a data breach and will notify you and the Data Protection Commissioner of a data breach where we are legally required to do so

We will not, without your consent, supply your data to any third party except where such a transfer is required to deliver the activities that we undertake. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice.

The purposes and reasons for processing your personal data include the following;

1. performing the contract we are about to enter into or have entered into with you
2. administering our relationship with you as a member / potential member, applicant and/or participant of a Programme, event / workshop etc. This may include using information you submitted a query via online contact form, or joined our mailing list to determine how our services may be beneficial to you as a CGAI member and in our interests. Such information will be non-intrusive and is processed on the grounds of contractual necessity
3. any such data required to meet our legal obligations

Your personal data - Your rights

You have the right to access any personal information that we process about you and to request information about, the personal data we hold about you, the purposes of the processing, the categories of personal data concerned, the recipients to whom the personal data has/will be disclosed, and how long we intend to store your personal data for.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You have the right to request that we delete your personal data in certain circumstances, e.g. where the data is no longer necessary for the purposes for which it was initially required. We undertake to adhere to your “Right to be Forgotten” subject to where the data is required to be retained for contractual, or to meet legal or regulatory requirements.

Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise the above rights, we will ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

As is consistent with good governance practice - We will NEVER, 1) collect data indirectly from you, 2) share or disclose any of your personal information without your consent, other than for the purposes specified in this notice, in fair processing notices, or where there is a legal requirement and 3) sell, rent or lease its customer lists to third parties.

We may use third-parties to provide certain services, in such instances we will have data processor agreements in place with all third-parties. Those acting on our behalf only process your data in accordance with instructions from us and comply with this privacy notice, data protection laws and any other appropriate confidentiality and security measures. Third parties may include: internet/website/database hosting partner, Finance / payment processing partner, event/training programme providers, market research providers, academic partners, mailing house providers.

We hope you are satisfied with the way in which we use your information. However, you have the right to tell us if you:

1. Don't want to be contacted in the future by us;
2. Would like a copy of the personal information which we hold about you;
3. Would like us to correct, update, or delete your personal information in our records;
4. Wish to report any misuse of your personal information.

We only process your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however, you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we

have handled your information, you have the right to lodge a complaint with the supervisory authority.

If you would like to exercise any of these rights please do so by emailing us at exec@cgai.ie or write to us at The Corporate Governance Association of Ireland, 24-26 City Quay, Dublin2, D02 NY19. We will respond to your request for access within 30 days.

Your personal data - Cookies

We respect the privacy of all visitors to our website. However, we want you to be aware that cookies (small text files sent from a website and stored in the user's web browser while the user is browsing a website) when you visit our website. When users visit the same website again (like cgai.ie), your browser sends cookies back to the website allowing the website to recognise the user and remember things like personalised details or preferences. More information about cookies and details of how to manage or disable them can be found on www.aboutcookies.org.

We (though our hosting provider) may collect information about your computer, including where available, your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers.

We may update our cookies policy from time to time to reflect any changes in technology or legislation which may affect the way in which cookies are used by us and how you as a user, can manage them.

Acceptance of this Privacy Statement

By your use of this Website Page, you signify that you have read this Privacy Statement. If you take no action, we will assume that you're happy with your current choices and this policy.

If you should change your mind in the future, you can always get in touch at execdir@cgai.ie or writing to us at; The Corporate Governance Association of Ireland, 24-26 City Quay, Dublin2, D02 NY19, and/or unsubscribe from our newsletters by clicking the unsubscribe link at the bottom of each e-mail.

If you do not agree with or you are not comfortable with any aspect of the Privacy Statement, we recommend that you discontinue use of the Website and your engagement with us.

If you take no action, we will assume that you're happy with your current choices and the mailings you receive from us. If you should change your mind in the future, you can always unsubscribe from our newsletter by clicking the unsubscribe link at the bottom of each e-mail.

We reserve the right to modify this Privacy Statement at any time. Your continued use of any portion of the Website following notification or posting of such changes will constitute your acknowledgment of those changes.

(May 25, 2018)

We hope you are happy with how we use your information but if you are not, you may lodge a complaint with the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co Laois, R32 AP23 | Email: info@dataprotection.ie | Lo Call: 1890 252 231
