# Data Protection Privacy Notice I-AIMH

### Effective 25th May 2018

In this notice, we explain how we collect personal data about you, how we use it and how you can interact with us about it.

In order to process personal data about an individual, we must do so in a way that is fair and that meets the principles set out in the EU General Data Protection Regulation (GDPR). The principles require that personal data is processed in a transparent manner which means that individuals should be provided with specific information about how we use their personal data.

We have tried to keep this notice as simple as possible but if you are unfamiliar with any of our terms or want more detailed information, please contact us via the details set out below.

**Who we are**

The Irish Association for Infant Mental Health is a Company Limited by Guarantee, having a registered office at Glenseskin, Kilworth, Co. Cork (company number 538019).

When we say “the Irish Association for Infant Mental Health”, “the Association” “us”, “our” or “we”, we are referring to the company limited by guarantee.

The Irish Association for Infant Mental Health is a “data controller” for the purposes of applicable data protection laws.

 Our data protection link person is Audrey Lonergan who may be contacted by writing to the above address or by email to imhireland@gmail.com

**Why we process your data, the lawful basis for processing your data and who we share it with**

**Members**

Affiliated with the World Association for Infant Mental Health, I-AIMH is a non-profit national organisation of professionals from a range of disciplines, who work with infants, toddlers and their families.

If you are a member of I-AIMH, we will use personal contact data relating to you for the following purposes:

* To disseminate information to you concerning events & conferences, professional learning and development and any other matters of professional interest. We email you directly from our Gmail account.
* To send you online materials and newsletters. You can opt out of receiving materials from us at any time by contacting us at the above email or postal address.
* To process membership payments from you. We use PayPal to process online membership payments and Eventbrite to process online training payments.
* To deal with any queries you have submitted to us via our contact details on our website.

**Officers of the Company**

Officers of the Company’s personal data will be processed differently and may be shared with additional third parties. Officers of the Company will be informed separately of how their personal data is to be processed and the legitimate basis for same.

**Legal Basis**

The legal basis for collecting and using your personal information is on one or more of the following grounds:

* You have given your consent
* Our legitimate interest in conducting our business to ensure the proper management and functioning of the association, based on article 6 (f) GDPR. We will not process your personal data if to do so would constitute an unwarranted interference with your own interests, rights and freedoms.
* It is necessary to fulfil a contract with you or a request from you.

**How we keep your data safe**

We have implemented organizational measures to ensure the most complete protection of personal data processed through our operations and our website. When you contact us to ask about your information, we may ask you to prove your identity. This is to help protect your information.

**How long we keep your data for**

We will retain personal data for the duration of an individual membership with the association. Once an individual ceases to be a member or requests deletion of any personal data, all digital and hard copies of personal data will be deleted. We do not hold any personal data for longer than is necessary.

We will contact you within one month of the membership renewal date to remind you to renew membership for the coming year. Members will be sent reminders to complete the renewal process which includes updating contact information we have for you and processing membership payment. If you choose not to renew your membership, we will delete all your contact information from our membership database 8 weeks after the renewal date.

Any information provided when registering for an event organised by the association will be deleted within 1 month of the event.

**Your data and third parties**

**We do not share your data with third parties**.

**Your rights relating to personal data**

You have the following rights under the GDPR, in certain circumstances and subject to certain exemptions, in relation to your personal data:

* right to access the data - you have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data. Your request will be processed within one month.
* right to rectification- you have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.
* right to erasure - you have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.
* right to restriction of processing or to object to processing - you have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.
* right to data portability - you have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine-readable format.
* The right to not be subject to a decision based solely on automated decision-making, including profiling. Please see below.

In order to exercise any of the rights set out above, please contact us at the contact details at the end of this data protection notice.

If we are processing personal data based on your consent, you may withdraw that consent at any time. This does not affect the lawfulness of processing which took place prior to its withdrawal.

Please update us if there are any changes to your personal data so that we can ensure that the information that we hold is accurate.

**Requirement to process personal data**

You may browse our website without disclosing or providing us with any personal data and this will not affect your ability to view our website.

If you do not provide us with your information for the purposes described above, we cannot process membership, send you our newsletter, or liaise with you on training matters.

**Automated decision-making and profiling**

 We do not use any personal data for the purpose of automated decision-making or profiling.

**Processing of Membership Data**

Membership applications and renewals are received and processed by the Membership Secretary (MS). All information received on the application/ renewal form is recorded on an excel database that is stored on the MS’s laptop which is password protected. As soon as the full application/ renewal is processed (application/ renewal form and payment received) the Member’s name, email address and membership number are added to the imhireland@gmail.com account.

Membership data is stored for the duration of the current membership year and 8 weeks following the renewal date. Following this time frame all the renewed membership details are recorded for the current year and non- renewed details are removed from the database and contact list.

No information about current members is shared with any third parties at any stage.

**Processing of Training Data**

Training requests are received and processed by the Training Officer (TO). Training requests are stored in the Gmail account trainingiaimh@gmail.com which is password protected and include names, email addresses and contact numbers for those who are requesting training (the training hosts). Names of those who request training via I-AIMH are stored in a word document on the TO’s desktop computer until the training has been delivered and payment has been received for training. No information about those who request training is shared with any third parties, unless consent is received explicitly. Data may be shared with the I-AIMH executive committee (EC) members when necessary.

**Making a Complaint**

If you have any complaint about the use of your personal information, please contact our Data Protection Link Person Audrey Lonergan, at the contact details set out below. Please be assured that all requests and/or complaints received will be fully investigated and acted on without any delay.

You can also contact the Data Protection Commission in Ireland at www.dataprotection.ie

Email: info@dataprotection.ie

Postal Address: Data Protection Commissioner Canal House, Station Road, Portarlington, R32 AP23, Co. Laois.