



RCN: 20205818
www.dublinsoutharchclub.ie

A friendship club for children and adults with special needs.

Data Protection Procedures

Subject Access Request Procedures

- Email your request to dsarchsecretary@gmail.com giving as much detail as you can about the information sought. Your request will be dealt with within 30 days

Data Retention and Destruction Policy

- We do not ask for any information on a subject without reason. When requesting information Dublin South Arch Club states the reason for the request and will not use that information for any other reason without seeking your permission.
- We do not share any personal information with third parties.
- All information pertaining to a subject is deleted and shredded upon the person leaving the club.
- Financial Records are kept for seven years.
- Photographs and videos will be retained as an archive for the club. They will be stored on encrypted laptops or securely in “the cloud”.
- Photographs and videos may appear on our social media accounts and website.

Data Loss Notification Procedures

- If there is a loss of data, all affected parties will be notified within 72 hours of the loss being discovered.
- If the numbers involved exceed 100 the Data Protection Commissioner will be informed.

Storing of Information

All information will be securely retained by the secretary and treasurer. Laptops are encrypted to ensure no loss of data if they are misplaced or stolen.