



Urlingford
Community Centre

Data Protection Policy

Urlingford Town Team: Data Protection Policy

1. Introduction

Urlingford Town Team (“we”, “the Team”) is a voluntary community group committed to a vision of a sustainable, inclusive, and respectful community. In the course of our activities, we collect and process personal information about members, volunteers, and participants. We are the **Data Controller** of this personal data.

2. Data Protection Principles

UTT will comply with the six core principles of GDPR:

- **Lawfulness, fairness, and transparency:** Data is processed only with a valid legal basis (e.g., consent).
- **Purpose limitation:** Data is collected for specific, explicit, and legitimate purposes.
- **Data minimisation:** We only collect the data necessary for our community goals.
- **Accuracy:** We take reasonable steps to ensure data is kept up to date.
- **Storage limitation:** Data is kept no longer than is necessary (e.g., deleting records for former members after 2 years).
- **Integrity and confidentiality:** Data is stored securely to prevent unauthorized access.

3. Information We Collect

UTT may process the following types of personal data:

- **Contact Details:** Names, addresses, phone numbers, and email addresses.
- **Engagement Data:** Volunteer availability, event registration, and survey responses.
- **Visual Data:** Photographs and videos from community events (collected with consent).
- **Administrative Data:** Meeting minutes containing names of attendees.
- **CCTV Recordings:** The community centre has CCTV for user safety and security purposes.

Urlingford Town Team Company Limited by Guarantee

Registered Office: Main Street, Urlingford, Co. Kilkenny. E41 P299

Place of Registration: Dublin, Ireland | **Registration Number:** 721736 | **Tax Registration Number:** IE4003479MH

Directors: D. Hayes, M. Doyle, J. Hayes, A. Ryan, D. Norton, J. Butler, M. Joyce, P. Ryan, M. Power

4. How We Use Data

We use this information to:

- Communicate with members regarding Community Centre activities, town projects and meetings.
- Manage volunteer activities and community events.
- Promote Urlingford through newsletters and social media (with consent).

5. Individual Rights

Individuals have the following rights under GDPR:

- **Right to be informed:** To know how their data is being used.
- **Right of access:** To request a copy of the personal data held about them.
- **Right to rectification:** To have inaccurate data corrected.
- **Right to erasure:** To be "forgotten" and have data deleted when no longer needed.
- **Right to object:** To stop data processing for specific purposes like marketing.

6. Security & Handling

- **Access Control:** Membership lists are limited to committee members who need them for their role.
- **Official Channels:** UTT members should use official group email accounts rather than personal accounts to manage community data.
- **Third Parties:** We do not share data with third parties unless required by law or with explicit consent.

7. Contact Information

For any data protection queries or to exercise your rights, please contact the **Urlingford Town Team Secretary**: secretary.townteam@urlingford.ie. Concerns can also be raised with the **Data Protection Commission (DPC)** at www.dataprotection.ie.

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