

DGSAAI Privacy Notice

Key details

- Approved by DGSAAI on 18/09/2019
- Policy became operational on 19/09/2019

The Dangerous Goods Safety Adviser's Association of Ireland (DGSAAI) take your privacy seriously. This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we'll use it, how we'll store and handle that data, and how we keep it safe.

We reserve the right to amend this Policy from time to time, without prior notice. Our website, www.dgsaai.ie will always display the most up to date Policy.

Who We Are

We are the Dangerous Goods Safety Adviser's Association of Ireland, known in short as DGSAAI. We can be contacted by email at info@DGSAAI.ie and by phone at +086 1528158. The DGSAAI is a non-profit members' association.

To be a member, individuals must pay an annual fee. The DGSAAI also runs events such as webinars, seminars and training courses for members and non-members (for which fees can be charged), sends out News Alerts to members, and, on an ad-hoc basis, communicates with all members and non-members in our databases, via email, about forthcoming events, surveys, etc. We also run a "Forum" for members, communicating with members via email.

DGSAAI's Lawful Bases For Processing Data

We have determined that the DGSAAI's Lawful Bases, under the General Data Protection Regulations (GDPR) are as follows:

1. **Consent:** we collect your personal data with your consent, for example, when you ask about sourcing a DGSA we offer to circulate your contact details to the membership.
2. **Contract:** in order for you to become a paid-up member of DGSAAI we need to collect certain personal data to enable us to manage your membership. We cannot offer membership to individuals who do not consent for us to collect and store their personal data.

Why Do We Collect, Store and Process Data?

The data we collect is kept to an absolute minimum to allow DGSAAI to:

- manage DGSAAI membership from initial registration as a new member, to alert existing members of annual membership renewals and to process membership renewals for those members requesting such;
- send DGSAAI members and non-members information about forthcoming events, important news related to chemical hazards or any other item of information that DGSAAI believes will be of interest to members;
- process requests from members and non-members to register for DGSAAI events (seminars, webinars, etc.) and manage their registration up to and after the events (e.g. sending Agendas, Feedback Forms, etc.).
- communicate with registered members of the DGSAAI Forum, via email.

What Data Do We Collect, Store and Process?

DGSAAI collects, processes and stores data provided to it by you.

For members the data we collected is personal / company information including names, position in company, company names, email addresses, postal addresses, telephone numbers, website address and DGSA certificate details, and invoicee details (where applicable): name, company name, address.

We do not request, store or process any bank account or credit card information. We may request, store and process any bank account information if we need to make a payment to you or investigate a missing payment from you.

For non-members who wish to interact with us we only collect: names, position in company, company names, email addresses, postal addresses, telephone numbers and website address.

How Do We Collect Data and Where Is It Stored?

For membership we collect your data via application forms. Membership data is then maintained on an Excel spreadsheet, which is stored on local PC hard drives. Members email address of are also stored as a mailing list on the servers of the email service provider.

When responding to queries from non-members, outgoing email address are automatically stored by standard email software in a contacts database.

Who Has Access To The Data?

Your data is only accessible by the officers of the DGSAAI. Membership lists excluding email addresses and certificate details may also be shared among members on request of the members.

Will The Data Be Shared With Any Third Parties?

Your data is never shared with any other organisation except those software systems detailed above.

How Long Do We Keep The Data?

We only keep your data for as long as is necessary for the purpose for which it was collected.

Your data is kept in Membership database and mailing list as long as you are a paid up member or until you have indicated you wish to terminate your membership or have not renewed membership despite reminders.

Is The Data Secure?

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. Access to your data is password protected and restricted as discussed above.

Credit Card & Bank Account Details

We do not collect, store or process any data relating to credit cards. You can pay for our services by direct transfer into our bank accounts, by cheque or if necessary in cash .

We do not routinely collect store or process bank account data. We will only ever request your bank account data if we need to investigate a payment from you which appears to be missing, or if we need to make a payment to you. In those cases, the data will be deleted as soon as the investigation is concluded or the payment is completed.

Your Rights

Under Data Protection Laws you have the following rights. You can contact us to exercise these rights at any time by contacting the DGSAAI office by email to: info@DGSAAI.ie.

- **Information** about your personal data, how we collect, store and process it. This Privacy Notice provides you with that information;
- **Access** to the personal data we hold about you, free of charge in most cases.
- **Correction** of your personal data when incorrect, out of date or incomplete.
We will correct any personal data that is held upon request. We ask that you inform us of any change in contact details.
- **Erasure** of your personal data.
All individual emails sent to members and non-members can be deleted allowing you to request that all your stored data is deleted. You do not have to provide us with a reason.

We would not be able to fulfil our membership obligations to you as a member if you request that all your data is deleted. In this situation we would need to cancel your membership.

- **Restricting processing:** you may, under certain circumstances, request that we Restrict Processing your data. We have systems in place to temporarily or permanently restrict processing (including removing you from receiving any emails from us and removing you from the Membership Directory. Their data remains in the system but is not acted upon in any way.
- **Copy of your data:** you have the right to ask us for a copy of all the data we store on you and we will provide it in a suitable format, usually by email. You can check it and request us to update any data that needs amendment.

How To Make A Complaint

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the data commissioner:

- <https://www.dataprotection.ie/>