

# Roundwood Historical & Folklore Society

## Privacy Policy

From time to time, The Roundwood and District Historical and Folklore Society (hereafter, the Roundwood Historical Society) collects personal data relating to members and other associated individuals, which may be used to facilitate the organisation and administration of Roundwood Historical Society activities

Data Protection legislation safeguards the privacy rights of individuals in relation to the processing of personal data. The Data Protection Act (1988) and the Data Protection (Amendment) Act (2003) confer rights on individuals as well as responsibilities on those persons processing personal data.

### 1. Purpose of this policy

This policy is a statement of the Roundwood Historical Society's commitment to protect the rights and privacy of individuals in accordance with the Data Protection legislation.

### 2. Principles of data protection legislation

The Roundwood Historical Society will administer its responsibilities under the legislation in accordance with the eight stated data protection principles outlined in the Acts as follows:

#### 1. Obtain and process information fairly

The Roundwood Historical Society will obtain and process personal data fairly and in accordance with the fulfilment of its functions and its legal obligations.

#### 2. Keep it only for one or more specified and lawful purpose

The Roundwood Historical Society will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.

#### 3. Process data only in ways compatible with the purposes for which it was given initially

The Roundwood Historical Society will only use and disclose personal data in a manner that is necessary for the purpose(s) or compatible with the purpose(s) for which it collects and stores such data.

#### 4. Keep it safe and secure

The Roundwood Historical Society will take appropriate security measures to prevent unauthorised access to, or alteration, disclosure or destruction of such data, and against its accidental loss or destruction.

#### 5. Keep it accurate, complete and up-to-date

The Roundwood Historical Society will implement procedures that are adequate to ensure high levels of data accuracy and completeness, and to ensure that personal data is kept up-to-date.

#### 6. Ensure that it is adequate, relevant and not excessive

Personal data held by the Roundwood Historical Society will be adequate, relevant and not excessive in relation to the purpose(s) for which it is stored.

7. **Retain it for no longer than is necessary for the purpose or purposes**  
The Roundwood Historical Society will have a defined policy on retention periods for personal data and appropriate procedures in place to implement such a policy.
8. **Give a copy of his/her personal data to any individual, on request**  
The Roundwood Historical Society will have procedures in place to ensure that affected individuals may exercise their rights under the data protection legislation.

#### Further Information

For further information please contact the Society by emailing  
[info@roundwoodhistoricalsociety.ie](mailto:info@roundwoodhistoricalsociety.ie)