

## **Irish Society for Disability and Oral Health**

### **Data Protection Policy**

This policy sets out the basis on which any personal data you provide to us will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

#### **What information do we collect from members?**

The ISDH collects a member's name, address (only if the member wishes to receive JDOH by hard copy) and email address for membership application. Additionally, a member's address, telephone number, special dietary requirements and professional status are collected when registering for the annual conference. The legal basis by which this information is provided to the ISDH is that of consent.

#### **Why do we collect this information?**

The information collected is for the following purposes:

- administration of membership and participation in events;
- updating members regarding ISDH events and activities;
- facilitating participation in ISDH member surveys; and,
- in the case of postal addresses, posting of hard copies of the JDOH.

#### **How does the ISDH manage this information?**

Information collected from members is managed as follows:

- Membership contact details are kept on a database, which is stored on a secure server. Only the Membership Secretary, Treasurer and committee member with responsibility for journal distribution have secure access to the database. Members may be contacted occasionally to ensure that this information is accurate and up to date.
- All conference registration forms are shredded once registration is completed.
- All emails with personal data are deleted once their purpose is completed.
- Information is never shared with third parties unless specifically stated, e.g., PayPal when processing online payments.

- Information is kept for a period of six months following membership expiry and is deleted if membership is not renewed after this period has elapsed.

### **What are a member's rights with respect to their information?**

As members provide information by consent. That consent may be withdrawn at any time. Members have the following rights with respect to their information:

- the right to access information held about them;
- the right to require the ISDH to rectify inaccurate information without undue delay, or to erase information;
- the right to object to the processing of information about them by the ISDH or to request a restriction of the processing of their information; and,
- the right to require the ISDH to provide their information to them in a portable format.

### **What happens if there is a data breach?**

Any data breach will be reported to the office of the Data Protection Commissioner within 72 hours of the breach as required under the General Data Protection Regulation (GDPR).

### **What will happen if the ISDH changes its Data Protection Policy?**

Any changes to the Data Protection Policy will be posted on the ISDH website and will be emailed to members.

### **How can members contact the ISDH?**

Any queries regarding the Data Protection Policy and member data can be emailed to the ISDH Secretary at [info@isdh.ie](mailto:info@isdh.ie).