

**11 If the individual data subject will be subjected to automated decision making:**

○ Not Applicable.

**12 Where the processing is based on legitimate interests, the legitimate interests concerned are:**

You have a number of rights in relation to your personal data including the right to:

- Know if your personal data is processed and to receive a copy of your personal data
- Have your data kept up to date and corrected where it is shown to be inaccurate
- Have your data erased or to restrict our processing, in certain circumstances
- Object to processing activities conducted in our legitimate interests
- Receive (or have sent to another provider) a copy of your personal data in a portable format, in certain circumstances

Your rights will be set out in the IACTO/CTC Data Protection Policies & Procedures document.

If you wish to exercise your data protection rights or have any queries or complaints please contact our Data Controller (Employer) by email: [chairperson@iacto.ie](mailto:chairperson@iacto.ie) or [estelle.webb@iacto.ie](mailto:estelle.webb@iacto.ie) Suite 1B, Bluebell Business Centre, Old Naas Road, D12 XV7K.

You also have the right to make a complaint to the Data Protection Commission where you feel that your rights have not been appropriately served by us. Their office can provide information/guidance in relation to a number of data protection issues that an organisation or individual may face.

You should complete the form, available on their website, if you wish to contact them with a data protection query and send it to [info@dataprotection.ie](mailto:info@dataprotection.ie).



**iacto**

**Suite 1B, Bluebell Business Centre,  
Old Naas Road, Dublin 12, D12 XV7K**



**Questions on Data Control?**

**E-mail: [chairperson@iacto.ie](mailto:chairperson@iacto.ie)**

**E-mail: [estelle.webb@iacto.ie](mailto:estelle.webb@iacto.ie)**



**General Enquiries**

**Telephone: 01 – 450 42 49**

**E-mail: [iacto@iacto.ie](mailto:iacto@iacto.ie)**

**Website: [www.iacto.ie](http://www.iacto.ie)**

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Your personal data  
is important and  
**protecting it is a  
priority for us**

**Data Protection Summary**

## 1 Business ID:

IACTO CLG

## 2 Contact details for IACTO and Data Controller (Employer):

[chairperson@iacto.ie](mailto:chairperson@iacto.ie) or [estelle.webb@iacto.ie](mailto:estelle.webb@iacto.ie)

Suite 1B, Bluebell Business Centre, Old Naas Road, D12 XV7K

## 3 Reasons for collecting data:

The personal data which we collect from you, for example as an IACTO employee, Board member and/or a CTC employee is to allow us to provide our services to you and in the day to day running of IACTO. It is, where necessary, used for the following reasons;  
Provision of Human Resource Services (HR)/Revenue/Pension/ As recognised Employer Body for CTC collective & Union agreements/ SOLAS as funder requirements e.g. FARRs and budgetary purposes

## 4 Uses to which it will be put:

It is necessary to process personal data you provide in connection with our performance of our contract with you to provide you with the service agreed with you, to be compliant with various regulatory and legal obligations, where you provide consent for a specific reason and in our legitimate interest to help us operate and conduct our business in a responsible and prudent manner in relation to using public funds to provide our service to you.

Examples include in relation to your employment with IACTO and/or a CTC. By providing your personal data, you acknowledge that such personal data may be processed for those purposes, including:

**A** To contract with you and or/contact you about your employment with IACTO and/or a CTC.

**B** Maintenance of your records to include; HR/Revenue/ Funder/DEASP/Pension Provider/Insurance/Union.

**C** To comply with FARRs requirements in relation to funder monitoring and reporting requirements.

Each of the data controllers listed above undertakes to maintain your personal data in secure conditions with appropriate technical and organisational measures to protect it from unauthorised access or use.

**D** The data held on your HR records will be disclosed to relevant staff of the relevant data controllers and the FET programme funder on a need-to-know basis. All relevant staff are made aware of the procedures they must follow to ensure your data is appropriately protected. It may also be made available to affiliated entities, agents, service providers, advisers and data processors and other Governmental, regulatory and/or public sector bodies.

## 5 To whom the data will be disclosed:

We may share your information within IACTO and with third parties where required for business, legal and regulatory purposes including with:

- Your authorised representatives
- Third parties with whom: (i) we need to share your information to facilitate transactions you have requested, and (ii) you ask us to share your information
- Service providers who provide us with support services;
- Statutory and regulatory bodies (including central and local government) and law enforcement authorities;
- Credit reference/rating agencies; and
- Third parties in connection with persons making an enquiry or complaint; receivers, liquidators, examiners, Official Assignee for Bankruptcy and equivalent in other jurisdictions;
- Trade associations and professional bodies, non-statutory bodies and members of trade associations;
- Pension fund administrators, and pensions trustees insurers/re-insurers, insurance bureaux;
- Healthcare professionals and medical consultants;

## 6 Whether it will be transferred outside the EU:

Not Applicable.

## 7 Legal basis for processing the data:

Any time we process personal data within IACTO we must have a legal basis to do so. The various ways we process your personal data and the legal bases we rely on are:

**A** Performance of our contract with you

**B** Compliance with our legal obligations

**C** Where you provide consent

**D** In our legitimate interests.

Examples may include:  
Revenue & DEASP/Employment Law/Contract with Funder  
GDPR/Garda Vetting/Legal Obligation  
(e.g. court order/maintenance)



Your personal data is important and **protecting it is a priority for us**

## 8 Period for which data will be stored or the criteria used to determine retention periods:

IACTO is under a legal obligation to keep certain data for a specified period of time. In addition, IACTO will need to keep personal data for a period of time in order to protect its legitimate interests. We will keep your personal data for the purposes of on-going administration, audit, and review, but only for as long as is necessary to meet the purposes for data retention as set out in our Data Protection Policies & Procedures document. Each data controller (organisations) listed above, will retain personal data according to its own Data Protection policy.

## 9 Where the processing is based on legitimate interests, the legitimate interests concerned are:

We use, and share, your data where:

- You have agreed or explicitly consented to the using of your data in a specific way (you may withdraw your consent at any time);
- Use is necessary in relation to a service or a contract that you have entered into or because you have asked for something to be done so you can enter into a contract;
- Use is necessary because we have to comply with a legal obligation;
- Use is necessary to protect your "vital interests" in exceptional circumstances;
- Use is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Use for our legitimate interests such as managing our business including providing service information, training and quality assurance and strategic planning;

## 10 Where the processing is required for statutory/contractual reasons and the consequences for the individual data subject of not providing it:

If you do not provide information we may not be able to:

- provide requested services to you;
- to continue to provide and/or renew existing services

We will tell you when we ask for information which is not a contractual requirement or is not needed to comply with our legal obligations.