



GDPR – Policy Statement of Dun Laoghaire Men’s Shed.

Adopted at the Committee Meeting on Monday 28 May 2018.

Dun Laoghaire Men’s Shed is committed to protecting your privacy and making sure that you understand how we use the data you share with us and what your rights are.

Data Collection

We collect the following information from every shed member:

1. Name
2. Address
3. Phone number
4. Email address
5. Date of Birth (this is optional)
6. Emergency contact person and phone number
7. Skills and hobbies

Data Processing and Storage

We use the information we collect to:

1. Enable us to contact members about meetings that are arranged
2. Have the number of a contact in case of any emergency happening to the member while at the Shed
3. Suggest specific groups that members might lead or participate in

We store your information securely on an Application Form as a paper register, and on a computer and make sure that this information is only available to the current shed committee members.

Data Retention

We keep your information until you decide to leave the shed OR we renew our member information annually.

Information Sharing

We won’t share your information with any other organisations for marketing, market research or commercial purposes, and we don’t pass on your details to other organisations. We may pass on your personal information if we have a legal or medical obligation to do so.

If we amend our privacy policy we will share our new policy with you.

Right to change or remove your information

If at any time you wish to update the information which we hold about you, or if you wish to have us remove your information from our register, please contact the Secretary.