

## Data Retention Policy

This policy is a statement of how Clare Public Participation Network's (*Clare PPN, c/o Clare Local Development Company, Westgate Business Park, Ennis, Co. Clare*) collects, uses and stores information, how long data is stored and how often data retention is reviewed. This is in compliance with General Data Protection Regulation (GDPR) which seeks to harmonize privacy laws across Europe, heighten accountability for how personal data is acquired and handled and give EU residents more control over their personal data.

### Collecting information

Individuals provide us with their contact details in the following ways:

- Submitting details to Sales Force in order to become a member
- Submitting details to Mail Chimp in order to receive newsletters and information
- Signing attendance sheets and ticking an 'opt-in' box to go into contact database
- Requesting inclusion on database by email or telephone (in which case a form must be filled and an 'opt-in' box ticked)

### Purpose

This in order to enable individuals and the organisations they represent to be fully consulted and included in the local democratic processes as well as in the national network of PPNs. It also ensures that they receive important emails, press releases and newsletters from us.

The details supplied may be shared with other members of the network, with the elected representatives of the PPN, with members of Clare PPN's secretariat, with Clare County Council and with other bodies or persons who require access in order to facilitate the ongoing work of the PPN. Clare PPN will not supply the information provided to it to any person or organisation not engaged in PPN work or activities or in the community and voluntary sector in Clare.

### Retention

Clare PPN only stores personal data for as long as is necessary. Data may be archived securely and used for research purposes in the future.

Information is audited on an annual basis to determine that all data held is still relevant and accurate. If there is no further reason for holding data it is deleted.

Individuals or member groups may request to have their personal data supplied to them and/or removed or updated by giving 30 days' notice to [admin@clareppn.ie](mailto:admin@clareppn.ie) or by post to the address above.

### Review

This Data Protection Policy will be reviewed regularly in light of any legislative or other relevant developments