

PRIVACY STATEMENT SUMMARY FOR CORLANN SUPPLIERS/SERVICES

Corlann takes your privacy seriously. It is important that you know exactly what we do with personal information that you and others provide to us, why we gather it and what it means to you. This document is being provided to you in line with our obligations under the General Data Protection Regulation (GDPR) and the Data Protection Act. This legislation place enhanced accountability and transparency obligations on organisations when using your information, including a right to object to processing of your personal information where that processing is carried out for the delivery of our Services. Please take the time to read this notice carefully. (If you are under 16 years of age, please read this summary with a parent or guardian and ensure you understand it. If you have any questions about how we use your information, please contact our Data Protection Officer at the details below).

This summary explains the Corlann's data practice and tells you about the information we collect about you and your business.

1. What type of information we may hold on you.

- We hold data to identify you or your company, name address and contact details.
- We may hold any information about your Company/Business/Services.
- We may hold any information about you provided by professional bodies relating to your qualifications to undertake the specific contract/work.
- We may hold tender information and associated costings.
- We may hold financial information relating to bank accounts in relation to paying your fees.
- We may hold information obtained during the Garda Vetting process.

2. When we collect your information.

We start to collect your information when you enter into contract to supply Corlann with your services or products.

3. How we use your information and the legal basis.

We use and share your data only where

- We have a contract for Services – Under Contract.
- You have agreed or given explicit consent to the using of your data in a specific way and you can withdraw your consent at any time.
- When it is necessary in relation to the provisions set out in the contract.
- To contact you in an emergency relating to your contract.
- Used for our legitimate interests such as managing our Services including providing you with information regarding your contract.
- Under legal obligation.

4. How we use automated processing or “analytics”.

We do not use any automated processing or analytics of your personal or sensitive information.

5. With whom we might share your information.

- Third parties with whom we need to share your information for the purpose of administering your contract.
- Statutory or regulatory bodies including central and local government, and law enforcement authorities under disclosure orders or other relevant regulations.
- Health & Safety Authority in the case of accidents or incidents at work.
- We do not share commercially sensitive information under Data Protection legislation.

6. How long we hold your data.

How long we hold your data is subject to legislation and regulatory rules we must follow, set by authorities such as Government Departments, Health Service Executive, Health & Safety Authority and any other relevant State Body. Usually this means that we hold your data while we use your services and for a period thereafter in line with our records retention and destruction policy.

7. Your rights

You have the right to:

- Find out if we use your personal or sensitive information, access your information and receive copies of your information;
- Have inaccurate/incomplete information corrected and updated;
- Object to particular use of your personal data for our legitimate business;
- In certain circumstances, to have your information deleted or our use of your data restricted;
- Exercise the right to data portability (i.e. obtain a transferable copy of your information we hold to transfer to another provider); and
- To withdraw consent at any time where processing is based on consent.

If you wish to exercise any of your data rights you can contact us at the appropriate Corlann Service Region where you are contracted and the local Data Protection Representative (DPR) will facilitate you.

If we are unable to deal with your request fully within a calendar month (due to the complexity or number of requests) we may extend this period by a further two calendar months and shall explain the reason why. If you make your request electronically, we will try to provide you with the relevant information electronically if possible.

You also have the right to complain to the Data Protection Commissioner. You can contact the Office of the Data Protection Commissioner at:

Telephone:	+353 57 8684800
	+353 (0)761 104 800
Lo Call Number	1890 252 231
E-mail	info@dataprotection.ie
Postal Address	Data Protection Commissioner Canal House Station Road Portarlinton R32 AP23 Co. Laois, Ireland

8. How to contact us and our Data Protection Officer

If you have questions about how we use your information, you can reach our Data Protection Officer at dpo@corlann.ie or by mail: National Office, Data Protection Officer, Kilcornan House, Clarinbridge, Co. Galway, H91 K2E9 Ireland.

9. Updates

We may have to update our Data Privacy Notice from time to time. Any updates will be made available and where appropriate on our web site www.corlann.ie.