



## IRISH LIFEKOACH INSTITUTE

### Data Protection Privacy Policy

#### 1. Introduction

The Irish Lifecoach Institute needs to collect and use personal data (information) for a variety of purposes about its staff, students, alumni and other individuals who come in contact with the Institute. Data Protection legislation safeguards the privacy rights of individuals in relation to the processing of personal data. This data protection privacy policy sets out the data protection policies of the Irish Lifecoach Institute in keeping with the *Data Protection Act 1988*, *Data Protection (Amendment) Act 2003* and the upcoming *EU General Data Protection Regulation*. These legislative instruments confer rights on individuals as well as responsibilities on those persons processing personal data (Data Controllers and Data Processors). Personal data, both automated and manual, is data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information.

#### 2. Purpose of this Privacy Policy

This policy is a statement of the commitment of the Irish Lifecoach Institute to protect the rights and privacy of individuals in accordance with the Data Protection legislation.

#### 3. Principles of Data Protection (EU General Data Protection Legislation)

The Irish Lifecoach Institute sets out the following policy and operational details, in compliance with current Data Protection legislation in Ireland and the upcoming EU GDPR legislation.

**Data Controllers:** In respect to all data pertaining to the staff, students, alumni and other individuals who come in contact with the Institute, the Data Controller is the Irish Lifecoach Institute, The Stone House, Old Blessington Road Tallaght Dublin.

**Data Processing Purposes:** The Irish Lifecoach Institute processes personal data for the following specified and lawful purposes and commits to its use and disclosure only in ways strictly compatible with these stated purposes. All data processed will be kept up-to-date and accurate and will at all times be stored securely and processed legally and only for the purposes set out below. Only the minimum amount of relevant data will be stored in relation to carrying out these purposes.

- To confirm and validate the identity of recipients of qualifications from Irish Lifecoach Institute.
- To organise and market alumni events to the alumni base of Irish Lifecoach Institute.
- For the development and operation of alumni initiatives including networking with industry partners to foster alumni engagement with current students, to conduct alumni surveys and to identify and communicate with specific alumni to assist this office with same.



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- To facilitate the delivery of various services to alumni such as qualification validation, transcripts, resource centre membership
- **Categories of Data being processed:** For the above stated purposes the Irish Lifecoach Institute will process the following categories of data.
- Personal contact details (email, phone, postal address).
- Employment information available publicly via online or print media and on social media platforms.
- All other data provided by the data subject voluntarily via their dealings with the Irish Lifecoach Institute

**Data Access and Storage:** Access to Irish Lifecoach Institute data is strictly limited to the members of staff within the office. Data on individuals will be stored for as long as is necessary for the stated purposes of data processing or until such time as individuals no longer consent to the data being stored. Such data will only be used by the Irish Lifecoach Institute. At no point will data be communicated to any third party in such a way as to make individuals identifiable or to infer the identity of any individuals.

**Data Protection Officer:** There is a Data Protection in situ at Irish Lifecoach Institute. The Irish Lifecoach Institute Data Protection Office can be contacted at 01 4610733 and emailed at [info@ili.ie](mailto:info@ili.ie)

**Data Subject Rights:** The Irish Lifecoach Institute is committed to upholding and ensuring that the rights of the data subject (you) are maintained and protected at all times. As such we want to make sure that you are aware of, and have, the following rights under GDPR:

1. That any data processing relating to you can only take place with your clear, unambiguous and informed consent. And that subsequent to this you may freely withdraw this consent at any time.
  2. That as a data subject you have the right to request access to, and be provided with, all data held pertaining to you including the reason for processing, the source of the information and who has access to it. Such requests will be facilitated no later than one month after being requested and will be done so free of charge.
  3. That as a data subject you have the right to have this data rectified to correct any errors or to ensure its accuracy.
  4. That as a data subject you have the right to have all data pertaining to you to be deleted upon the withdrawal of your consent or your objection to data processing. **Please note that in the event of the invocation of this right the Irish Lifecoach Institute have a legal obligation to retain your name and qualifications from Irish Lifecoach Institute in order to verify your status as a recipient of such qualifications.**
  5. That as a data subject you have the right to complain to the Data Protection Officer if there is the belief that your data is being processed unfairly or your rights are not being protected.
4. Review

This policy will be reviewed regularly in light of any legislative or other relevant indications.