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Data Protection Policy for Native Events June 2021

Introduction

At Native Events privacy and data protection rights are very important to us.

Native Events will never collect any personal information about you without your clear permission. Any personal information which you volunteer to Native Events will be treated with the highest standards of security and confidentiality, and strictly in accordance with the Data Protection Acts, 1988 & 2003 and with General Data Protection Regulations which came into effect on 25 May 2018.

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic form. The Data Protection Acts 1988 and 2003 (the “Data Protection Acts”) lay down strict rules about the way in which personal data and sensitive personal data are collected, accessed, used and disclosed.

This document outlines Native Events’ policy to help ensure that we comply with the Data Protection Acts. Inquiries about this Data Protection Policy should be made to: Kyle Martin, General Manager/Data Protection Officer, Native Events - kyle@nativeevents.ie

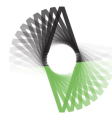
Purpose of this policy

This policy is a statement of Native Events’ commitment to protect the rights and privacy of individuals in accordance with the Data Protection Acts (1988) and (2003) and the General Data Protection Regulations.

Collecting information

Native Events collect your information as a means of contacting you, as a stakeholder of Native Events, in relation to Native Events business operations, productions or services. Stakeholders include crew, volunteers, suppliers; any and all applicants seeking to engage with Native Events business operations, productions or services. We retain the right to contact all stakeholders in relation to future events or related opportunities with Native Events. All information provided to us is treated in the strictest confidence and is not made available to any third parties. We have outlined below the variety of ways in which data is collected and stored on our stakeholders, why we collect it, who has access to it and our retention policy for each area.

Data Protection Principles



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Native Events is firmly committed to ensuring personal privacy and compliance with the Data Protection Acts, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection. We perform our responsibilities under the Data Protection Acts in accordance with the following Data Protection principles:

Obtain and process information fairly

- We obtain and process personal data fairly and in accordance with statutory and other legal obligations.

Keep it only for one or more specified, explicit and lawful purposes

- We keep personal data for purposes that are specific, lawful and clearly stated. Personal data will only be processed in a manner compatible with these purposes as defined above.

Use and disclose only in ways compatible with these purposes

- We use and disclose personal data only in circumstances that are necessary for the purposes for which we collected the data.

Keep it safe and secure

- We take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of personal data and against its accidental loss or destruction.

Keep it accurate, complete and up-to-date

- We adopt procedures that ensure high levels of data accuracy, completeness and that data is up-to-date.

Ensure it is adequate, relevant and not excessive

- We only hold personal data to the extent that it is adequate, relevant and not excessive.

Retain for no longer than is necessary

- We have a retention policy for personal data.

Access Requests

- We respond to requests for records within one month of receiving the request.

Native Events Filing Systems



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Native Events uses Google Drive as its electronic filing system. Google Drive facilitates access to documents and files only in situations where they have been specifically shared with an individual. It is our operational policy that files are only shared with the team members who need to access the information to carry out their duties. Data is deleted as per our retention policies which are outlined in each area below. Google Drive is a secure platform for file storage and is GDPR compliant - <https://cloud.google.com/security/gdpr>. Native Events retains minimal information in hard copy format which is stored in the General Manager's office. Signed employment contracts are retained in a hard copy file. We retain accounting documents (invoices and related paperwork) as per Revenue Guidelines.

Staff Details

We request specific information from our staff when they commence a contract with Native Events. This information includes name, address, contact phone number, next of kin details, PPS number, P45, bank details. This information is required for contract purposes and for payment purposes. Information is obtained directly from the employee either by the General Manager, Administrator or the relevant department head or assigned team member. This information is passed on to the General Manager who liaises directly with McNamara Accounting, the accounting firm contracted to process Native Events payroll. Relevant data is shared with McNamara Accounting to facilitate payroll processing. All staff details are accessible to the Company Director and General Manager. Banking and payment information is accessible by the General Manager. If another team member is involved in gathering banking and payment information for a department s/he has access to this information. Banking details for individuals are saved on our online banking platform (www.anytimebanking.ulsterbank.ie). This information is retained on file as part of our HR and Accounting filing procedures.

Responsibility

Overall responsibility for ensuring compliance with Data Protection Acts rests with Native Events. All employees and contractors of Native Events who separately collect, control or process the content and use of personal data are individually responsible for compliance with the Data Protection Acts. Native Events' Data Protection Officer coordinates the provision of support, assistance, advice and training within Native Events to ensure that the company is in a position to comply with the legislation. We will inform the Data Protection Commissioner of any breaches on Native Events' behalf within 72 hours.

Review

This Data Protection Policy will be reviewed regularly in light of any legislative or other relevant developments. This Data Protection policy is available on the Native Events website.