



The IDI Privacy Statement

Your data privacy is a high priority for The Institute of Designers in Ireland (IDI) and we take compliance with GDPR very seriously. We collect data only for legitimate reasons and do not disclose or distribute your data to third parties without good reason.

It is important that you know what IDI does with personal information that you provide to us, why we gather it and what we use it for.

This document is provided in line with our obligations under the General Data Protection Regulation (GDPR) from 25 May 2018.

1. Introduction

The IDI Privacy Statement demonstrates our firm commitment to the privacy of your information and to explain to you our use of your information. Our website (the "IDI Website") is operated by the Institute of Designers in Ireland (IDI). In order to fully understand your rights, we encourage you to read this Privacy Statement fully.

This Privacy Statement sets out the basis on which any personal data we collect from you via our website, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it

For the purpose of the Data Protection Acts 1988-2003, the General Data Protection Regulation (GDPR) (EU) 2016/679 and any national implementing legislation (the "applicable Data protection law"), IDI is the Data Controller.

2. Information we may collect from you

We collect and process the following information:

- Information that you provide to us when using this Website. This includes information provided at the time of registering to use this Website, entry to IDI awards, application for IDI membership, subscribing to our newsletter, events and services or purchasing tickets, or requesting further IDI services. We may also ask you for information when you enter a competition or event supported by us
- Information you provide to us for membership, which will typically include your name and contact details and details of your relevant educational qualifications and work experience.
- In group email postings e.g. Newsletter. This information is kept for the sole use of quality assurance and improving our email content and deliverability. You can unsubscribe from any email via links in the email footer of each individual email.
- When and if you contact us for any reason, we may keep a record of that correspondence for as long as it is necessary regarding the nature of your contact.
- IDI runs surveys that we use for research purposes, although you do not have to respond to them. .
- We do not detail your visits to the IDI Website make telephone or video recordings, CCTV images at IDI's offices,
- We may use images from courses and conferences and other public events.
- Sometimes we may use your information when you are not a member. For example, a sponsor, a potential member or customer of our services, a volunteer or an employee or a job applicant.

3. Storing your personal data

All information you provide to us is stored securely on IDI equipment access via password only to IDI staff. Our laptops and drives are stored securely.

4. How we may wish to use your information

This work is related to the legitimate interests of IDI as a membership organisation and processing data for that purpose

- To communicate with you on all relevant IDI matters
- To provide you with information you need on IDI its, membership, events, products or services that you request from us or which we feel

may interest you, where you have consented to be contacted for such purposes or where it is in the legitimate interests of IDI to provide you with this information;

- To fulfil our obligations to you arising from any arrangements and contracts entered into;
- To notify you about anything to do with IDI our service to you.
- To provide you with information on anything which we feel may be of interest to you (e.g. CPD Courses, publications)

You are free to unsubscribe and opt-out of IDI communication at any time and we will always provide you with an UNSUBSCRIBE button..

If you are an existing member, we will only contact you e.g. via email,) with information about membership, services, events - similar to those which were the subject of a previous communication with you.

We do not, without your consent, disclose information about identifiable individuals to third parties or sell lists to third parties.

We disclose your personal information, only if required to do so by legal, or other obligation; if that action is necessary for a legal reason, health and safety issues or to defend the rights or property of IDI.

We may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In addition, IDI will maintain the confidentiality of your information at all times In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to any third party for marketing purposes.

We do and will not gather any unnecessary special category data, such as colour, race, religion, or political affiliations, from you at any times

5. Disclosure of your information

We may disclose your personal information to some data processors working directly on our behalf in-house or for a specified purpose, e.g. an event management company.

This information and it is only used for the purpose we contract them for. We may disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal

obligation, or in order to enforce or apply our Terms and other agreements; or to protect the rights, property, or safety of Engineers Ireland, our members, or others.

6. Safeguarding your personal information

We try to use appropriate security measures at all times to protect your data. The IDI Website has security measures in place to protect the loss, misuse and alteration of the information under our control. However, as no data transmission over the Internet can be guaranteed as 100% secure, we cannot ensure or warrant the security of any information you transmit to us and you transfer the data at your own risk.

7. Cookies and website traffic

We do not collect cookies or information about your computer, including where available, your IP address, operating system and browser type,

We do not provide data to advertisers or third parties electronically.

8. Your Data rights

IDI hopes that you are happy with how we use your data and information,

If you are not satisfied with the way in which we use your information you have the right to contact us or unsubscribe

- Unsubscribe- If you do not consent to be contacted in the future by us; This is an option for you.
- Request: You can request a copy of the personal information which we hold about you;
- Correct or Delete: We can correct or delete your personal information;
- Complain: We wish you to complain on a breach or any misuse of your personal information.

To exercise any of these rights please email; info@idi-design.ie

You may lodge a formal complaint with the Data Protection Commissioner at info@dataprotection.ie

9. Eventbrite, Paypal and other linked non-IDI websites

IDI will link for our website to other legitimate websites AWARDFORCE, PAYPAL EVENTBRITE. etc. For the purposes of compliance with GDPR

these linked websites will have their own procedures and privacy arrangements. Note that IDI does not control this matter and only used reputable websites to process payment et

ccess any linked data with reference to data privacy as a priority to our members and users of our services

10. Acceptance of this Privacy Statement

By your use of our IDI Website, you signify that you have read this Privacy Statement. If you do not agree with our Privacy Statement or you are not happy with any aspect of the it, we recommend that you discontinue use of the IDI Website and your engagement with us.

We will modify this IDI Privacy Statement from time to time. Your continued use of any portion of the Website following notification or posting of such changes will constitute your acknowledgment of all and any of those changes.

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IDI, 5 Dame Lane, Dublin 2