

## CPD-PHILANTHROPY - Data Protection Policy

### 1.

- 1.1. CPD-Philanthropy LTD, 4, Glanmore Castle, Devil's Glen, Ashford, Co. Wicklow is a Data Controller and processor pursuant to the GDPR 2016.
- 1.2. Data is collected from clients, herein after called 'Data Subjects', for the purposes of booking them onto CPD Philanthropy seminars, conferences and online lecture platforms. Data is collected and processed for the purposes of recording the dates and times (to and from) which the Data Subjects attended CPD-Philanthropy lectures, to enable CPD Philanthropy to issue certificates of attendance and to provide evidence to The Law Society of the attendance of the Data Subject.
- 1.3. Data Subjects consent to such data being controlled and processed by CPD-Philanthropy by signing their name on the booking form, when booking onto a seminar, lecture or online tutorial.
- 1.4. CPD- Philanthropy is the recipient of the personal data of the data subject. Should The Law Society request evidence that a Data Subject fulfilled the requirements of CPD attendance as set down by it, the Law Society may also be a recipient of such data.
- 1.5. Comments which are voluntarily made on feedback forms, may also be used on CPD-Philanthropy's website unless the Data Subject withdraws consent for such usage.
- 1.6. The period for which the personal data will be stored if for as long as is necessary in order to ensure that the Data Controller has the requisite evidence to produce to The Law Society, to show that the Data subject has complied with its CPD requirements in any given year and in order to fulfil its contractual obligations.
- 1.7. The Data Subject has the right to request from the data controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability;
- 1.8. Where the processing is based on consent, the Data Subject has the right to withdraw consent at any time;
- 1.9. The Data Subject has the right to lodge a complaint with a supervisory authority, The Data Protection Controller (Ireland).
- 1.10 The provision of personal data is a requirement necessary to enter into a contract. Should the Data Subject fail to provide certain personal data, CPD- Philanthropy may not be in a position to fulfil its contractual agreement.