

# Irish Professional Dog Grooming Association

## PRIVACY NOTICE

### 1. Opening Statement

The Irish Professional Dog Groomers Association (IPDGA) respects your privacy and your rights to control your personal data. We will be clear about what data we collect and why we collect it. This privacy statement explains the personal information we collect from you, why we collect it, how we will use it and how we protect it.

The IPDGA collects personal data about you in order to provide a professional service to our members and the public. The IPDGA is a Controller of the personal data you (the data subject) provide us. We collect the following types of personal data from you:

If you shop online to buy a product, event ticket or advertising space via the website:

- Personal Data: name, email, mobile phone number, shipping address, credit card details.

If you sign up as an Individual Member via the Member's Hub:

- Personal Data: name, phone number, email, mobile phone number, address, credit card details.

If you sign up as a Multiple Person Establishment or as an Additional Member via the Member's Hub:

- Personal Data: name, phone number, email, mobile phone number, address, credit card details. Employee name, employee phone number, employee mobile phone number

If you nominate for an award via a form on the website:

- Personal Data: nominator name, nominator email, nominee name

If you enter a competition via a form on the website:

- Personal Data: name, phone number, email, mobile phone number, address, credit card details.

If you are a vendor at any of our events:

- Personal Data: name, email, mobile phone number, phone number

If you are a Judge or Speaker at any of our events:

- Personal Data: name, email, mobile phone number, any information pertaining to international travel regulations.

- We do not currently collect Sensitive Personal Data.

## 2. Why We Collect Your Personal Data?

We use the personal data you share with us when you:

Shop online: to process your purchase and ensure an accurate delivery if needed.

Sign up as an Individual or Multiple Establishment Member:, to process your membership application, to record details of employees you are including and to enable you to set up the Member's Directory on the website.

Enter a competition: to record your entry details.

Nominate for an award; to process your nomination.

## 3. Sharing & Disclosure

We strive to keep your personal data safe and only share it when necessary. We recognise that you have a right to know that the information you share with the IPDGA is maintained confidentially. We only disclose your information as authorised in this Notice. We do not rent or sell your Personal Information to anyone.

We use the following 3rd party Data Processors. We have chosen them carefully as they comply with the EU GDPR 2018. All are based in the USA and are also confirmed as either compliant with the EU-US Privacy Shield or are contracted with via Standard Contractual Clauses.

### Membership Works

(Used to manage the membership database, Members Hub and Online Shop.) [Privacy Policy](#)

### Stripe

(Used to process credit card payments via the Online Shop) [Privacy Policy](#)

### Mailchimp

(Used to manage member email communications) [Privacy Policy](#)

### Wufoo

(Used to create online forms on the website) [Privacy Policy](#)

### Google

(Used via Google Analytics to track users interaction on the website) [Privacy Policy](#)

### Snowplow

Used via the Weebly website platform's Insight Stats to track users interactions on the website) [Privacy Policy](#)

## 4. What cookies do we use?

We use a cookie banner to inform visitors about the use of cookies on the website and to obtain consent before cookies can be used.

This banner appears at the bottom of the first page a visitor views. Cookies will only be set for visitors who click the "I accept" button. If a visitor clicks "Remind me later" or navigates to another page without clicking the "I accept" button, no cookies will be set except some operational cookies that are essential to the functions of the website.

This site uses Google Analytics and Snowplow Analytics to track user interaction. We use this data to determine the number of people using our site, to better understand how they find and use our web pages and to see their journey through the website. If a visitor clicks "Remind me later" on the cookie banner or navigates to another page without clicking the "I accept" button, these analytics cookies will not be set.

Like most websites, this site uses Google Analytics to track user interaction. We use this data to determine the number of people using our site, to better understand how they find and use our web pages and to see their journey through the website.

Although Google Analytics records data such as your geographical location, device, internet browser and operating system, none of this information personally identifies you to us. GA also records your computer's IP address which could be used to personally identify you but Google do not grant us access to this.

Disabling cookies on your internet browser will stop GA from tracking any part of your visit to pages within our website.

Any visitor who has previously opted in to the use of cookies on our site can opt back out whenever they want using "Opt Out" button.

### **5. What we do with your data?**

Your personal data is stored and processed by the Irish Dog Groomers Association in Ireland.

We only transmit your data outside the EU to the approved 3rd party Data Processors listed in **Section 3**. All are based in the USA and are also confirmed as either compliant with the EU-US Privacy Shield or are contracted with via Standard Contractual Clauses.

### **6. How long we keep your personal data?**

We keep records for a period of 1 year after you have stopped being a member of our association. There may be a circumstance where data is required to be held for a longer period of time, for example for litigation purposes or in case of an accident or incident. This will be outlined to you if and when it happens. A copy of our Data Retention Policy and Retention Schedule is available on request from the Data Protection Contact at [info@ipdga.com](mailto:info@ipdga.com)

### **7. What are your rights?**

We use appropriate technical, organisational and administrative security measures to protect all personal data we hold in our records and keep it secure. Unfortunately, no organisation can guarantee complete security.

#### **Right of Access**

Individuals have the right to access their personal data and supplementary information. For members, the Member's Hub is available for this purpose. Otherwise please contact the Data Protection Contact at [info@ipdga.com](mailto:info@ipdga.com). We will acknowledge your request and respond to you within one month.

#### **Right to Rectification**

For members, the Member's Hub is available to administer any changes in your personal information. Otherwise should you believe that any personal data we hold on you is incomplete or incorrect, you have the ability to request to see this information and have it rectified. Please contact the Data Protection Contact at [info@ipdga.com](mailto:info@ipdga.com).

#### **Right to Erasure**

In certain circumstances, data subjects have the right to erasure of their data. Please contact the Data Protection Contact at [info@ipdga.com](mailto:info@ipdga.com). We will acknowledge your request and respond to you within one month. This is not an absolute right and only applies in certain circumstances.

#### **Right to Restrict Processing**

Individuals have the right to request the restriction or suppression of their personal data.

For members, the Member's Hub has the option to not list details in the Members Directory and to not show a street address in the Member Profile, if required. Otherwise please contact the Data Protection Contact at [info@ipdga.com](mailto:info@ipdga.com). We will acknowledge your request and respond to you within one month. This is not an absolute right and only applies in certain circumstances.

### **Right to Object**

You have the absolute right to object and be removed from any direct marketing emails. Use the Unsubscribe option on our emails to exercise this right.

### **Right to be Informed**

This privacy notice explains what information we need to collect and also how we use it.

### **Right to Portability**

Data subjects can ask that their personal data be transferred to them or a third party in machine readable format (Word, PDF, etc.). However, such requests can only be fulfilled if the data in question is: 1) provided by the data subject to the IPDGA, 2) is processed automatically and 3) is processed based on consent or fulfilment of a contract. Please contact the Data Protection Contact at [info@ipdga.com](mailto:info@ipdga.com) for queries in relation to this right.

In the event, that you wish to complain about how we have handled your personal data, please contact the Data Protection Contact at [info@ipdga.com](mailto:info@ipdga.com). The Data Protection Contact will then investigate your complaint and work to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact Irish Data Protection Authority and file a complaint with them.

### **Data Protection Commission**

Canal House, Station Road, Portarlinton, R32 AP23, Co. Laois

Tel: 1890 252 231

[info@dataprotection.ie](mailto:info@dataprotection.ie)