

PRIVACY POLICY

At ACEI we regard your privacy rights as extremely important to you and we treat them accordingly. This Policy sets out how we collect and process your data and tells you what your rights are about the ways we process your personal information. Please read below for details.

To provide information to the public at large and to provide our membership service to you we maintain a database of personal data about you, our member. We maintain that data securely and we never sell your data to anyone else.

This Notice is split under several headings – if you click on a heading you will be taken directly to that section. More detailed information is available in several sections, or on request in some instances.

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1. Who we are and how to contact us

“We” are the Association of Consulting Engineers of Ireland, (“ACEI”), which is a voluntary, self-regulatory body representing the building and professional interests of firms and individuals engaged in Consulting Engineering. We are a limited liability company registered at the Companies Office with company no. 16499.

The **DATA CONTROLLER** for the purposes of the General Data Protection Regulation EU2016/679, and the Data Protection Acts 1988 – 2018 is “The Association of Consulting Engineers of Ireland”.

For data protection issues, please email info@acei.ie
Or write to us at:

ACEI,
46 Merrion Square,
Dublin 2
Ireland D02 VF66

Tel: +353 1 6425588

2. What information about me do you collect & use? Where do we get your personal data from?

“Personal data” is data can identify you, either directly or indirectly, as an identified or identifiable individual.

When you engage with us via the website, or by letter, telephone or personally, we collect personal data in accordance with the law, such as your name, address, contact details and purpose of your enquiry or concern.

We also collect data directly from you when you or your firm become a member of the Association

The personal data we collect includes

- Your full name,
- Work address,
- Email addresses,
- Work phone numbers,
- Mobile numbers,
- Membership of professional institutes, associations or bodies
- Qualifications
- Year of obtaining qualifications
- Status in employers firm
- Length of time in role
- Details of Indemnity insurance
- Financial information about you, including
 - your bank account details,
 - credit card details, and
 - other payment details,
- PPS numbers (employees only)
- Details of contracts you have entered with third parties for us to provide services to you,
- Any other data which you ask us to process on your behalf, or which is necessary for us to process in order to fulfil our role in providing membership services to you, including:
 - seminars / workshops
 - training courses
 - conferences
 - Images, sound and video data from CCTV recorded seminars
- Images and video data via security cameras located on the premises

In certain circumstance we also collect some special category categories of data such as:

- Health information in relation to employees during the course of employment
- Health data which is necessary for us to have to provide a superior and safe service to you, for example ,at courses, that you suffer from reduced

mobility or have special dietary or other requirements which are health related.

We also use cookies on our website, which collects some information automatically.

For details of our cookies and how to opt out of their use, see our [COOKIE POLICY](#).

We can sometimes obtain personal information that you post on social media, such as Facebook, LinkedIn, Twitter etc. Please keep in mind that if you directly disclose personal information or sensitive data through social media, this information may be collected and used by others. We have no control over such social media websites, and this Privacy Policy does not apply to such data. You should consult each site's Privacy Policy for information about their processing.

3. Do you collect information from children (under 16yr olds)?

The services are not directed to children under the age of 16 years and we request that such individuals do not provide personal data to us.

We do NOT collect any data from children and if we discover that we inadvertently have such data we will immediately delete it.

4. How and why do use my personal information ?

We will process your information for the purposes as set out in this Notice, in particular :

- To provide to you our full range of membership services.
- Carry out any contractual obligations we have towards you.
- To promote and organise our profession and the business and interests of our members.
- To operate the ACEI website and deliver the response or service you have requested.
- To inform you of other products or services available from ACEI and its affiliates.
- To contact you directly or via surveys to conduct research about your opinion of our existing services or possible new offerings that we may be considering.
- To contact you on behalf of other business partners about offers or services we believe may be of interest to you (we will not disclose your personal data without your consent).
- In addition, ACEI shares data with trusted suppliers in order to assist us operate our business, provide member support, provide computer and other services to us, to provide security services to us, to perform statistical analysis, to contact you via email or by post and to arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to ACEI, and they are required to maintain the confidentiality of your information.
- We will also process your data to comply with any legal obligation we have, and to obey any Court Order.

5. Do you share my information?

Your data is shared as necessary within ACEI, for membership purposes such as internal administration, invoicing, event and services promotion, providing you, your organization or company with our hospitality services, and also as set out below.

We do not sell, rent, or otherwise share personal data with unaffiliated entities for their independent use except as expressly described in this Privacy Policy or with your prior consent.

We share data with our third-party service providers that perform services on our behalf, such as web-hosting companies, mailing vendors, analytics providers, event hosting services, information technology providers, , IT service providers, cloud storage providers and our CCTV monitoring partners.

We would also share with service providers, advisors, potential transactional partners, or other third parties in connection with the consideration, negotiation, or completion of a transaction in which we are acquired by or merged with another company or association, or we sell, liquidate, or transfer all or a portion of our assets.

Such sharing takes place only to the extent necessary to perform the services carried out for or on our behalf, and making sure that they comply with data protection law.

All such third parties are prohibited from using your personal information except to provide these services to ACEI and they are required to maintain the confidentiality of your information.

ACEI will otherwise disclose your personal information, without notice to you, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on ACEI or the website; (b) protect and defend the rights or property of ACEI and its staff; and, (c) act under exigent circumstances to protect the personal safety of staff or users of the services or facilities of ACEI or the public.

6. Is my information sent outside the European Union?

The personal data that we collect from you may be transferred to and stored outside the European Economic Area (“EEA”). It may also be processed by staff operating outside the EEA who work for one of our suppliers, in which case the third country's data protection laws will have been approved as adequate by the European Commission, or other applicable safeguards are in place as set out in the GDPR.

7. What is the legal basis for you collecting and processing my information ?

Irish and EU law sets out the grounds upon which data controllers such as ACEI can rely on to lawfully process personal data.

We rely on the following grounds:

Where you have given us **consent** to the processing of your personal data for a specific purpose, for example for marketing purposes;

The processing is necessary for ACEI to fulfil our **contract** with you.

The processing is necessary for **compliance with a legal obligation**, for example to comply Revenue requirements;

The processing is necessary in order to protect the **vital interests** of a staff member or another person, for example, an attendee at a training course in a medical emergency;

The processing is necessary for the purposes of the **legitimate interests** pursued by the ACEI or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject, (especially a child). Some marketing might take place under this heading, but never to children.

8. What are my rights, and how do I exercise them?

Below we outline the rights you have in relation to the data we hold about you. If you wish to have detailed information on your rights please go to our **SUBJECTS' RIGHTS POLICY** pages for full details and **Forms** to enable you to contact us to exercise any of the rights outlined here:

Access – you have the right to find out what data we hold about you, and to get a copy of the data;

Restriction of Processing – you have the right to ask us not to process some data, or not process in a particular way, in certain circumstances;

Right to object – you have the right to object to our processing of your data when we are processing it on the basis of our legitimate interests, for direct marketing purposes, or for statistical purposes;

Right to data portability -if we are processing by automated means your personal information that you gave us, on the basis of your consent or on the basis that it is necessary for the performance of a contract with us, you may ask us to provide the personal information to you in a machine-readable format;

Right of Rectification – if you believe that data we hold about you is inaccurate then you have the right to ask us to change and or correct it;

Right of erasure – in certain circumstances, you have the right to ask us to erase the information we hold about you. This is not an unlimited right, and we can discuss the issue with you if required;

Complaint – you have the right to complain to the Data Protection Commission if you feel that we are in breach of any of your rights. **We would ask that you contact us first, to enable us to try to deal with the matter to your satisfaction.**

DATA PROTECTION COMMISSION



Dublin Office
21 Fitzwilliam Square
Dublin 2
D02 RD28
Ireland

Portarlinton Office
Canal House
Station Road
Portarlinton
R32 AP23

Phone +353 57 868 4800 or +353 761 104 800
LoCall 1 890 25 22 31
Fax +353 57 868 4757

email: info@dataprotection.ie

9. Can I stop getting emails, text messages and other communications from you?

Yes!

If you no longer wish us to contact you in a particular way, e.g. no longer send you text messages, just advise us of that and we will respect your wishes.

If you are a member of ACEI it is necessary for us to contact you from time to time in connection with services, for example to ensure your data is correct.

MARKETING

If you no longer wish to receive marketing communications by electronic means, just use the opt-out facility in any of our communications, OR advise us by email at: info@acei.ie

You may also write to us or telephone us at:

ACEI,
46 Merrion Square,
Dublin 2
D02 VF66
Ireland

Tel: +353 1 6425588

10. Is my information secure?

ACEI secures your personal information from unauthorized access, use or disclosure.

ACEI secures the personal data you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure.

When personal data is transmitted to other Web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Documents or copies which are held by ACEI are always kept in secure lockable storage and access is restricted to those who require such access.

Data is retained only for as long as is necessary for the purpose for which it was obtained.

11. How long do you keep my information ?

ACEI will retain membership data for as long as any person of firm is a member of the ACEI.

If a person or firm ceases to be a member of the ACEI your personal data will be retained for five years.]

Certain data is required by law to be maintained for specific minimum periods and ACEI will retain such personal data for the period mandated by each specific law.

Data relating to employees is kept for the duration of employment and specified periods thereafter in accordance with our internal Retention Policy and legal requirements.

A detailed Retention Schedule is being drawn up, and if you would like further information in respect of a particular category of data specifically relating to you, please contact:

info@acei.ie or contact us at :

ACEI,
46 Merrion Square,
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Ireland D02 VF66

Tel: +353 1 6425588

12. How do I contact the Data Protection Commission ?

You have the right to complain to the Data Protection Commission if you feel that we are in breach of any of your rights. Full contact details are provided below.

We would ask that you contact us first, to enable us to try to deal with the matter to your satisfaction.

Please contact us at info@acei.ei
Or:

ACEI,
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Tel: +353 1 6425588

If you wish to exercise any of the rights you have in respect of your data, please see our Subject Rights' Policy and Forms [here](#)

DATA PROTECTION COMMISSION

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21 Fitzwilliam Square
Dublin 2
D02 RD28
Ireland

Portarlinton

Canal House
Station Road
Portarlinton
R32 AP23



**Coimisiún
Cosanta Sonraí**
Data Protection
Commission

Phone +353 57 868 4800 or +353 761 104 800

LoCall 1890 25 22 31

Fax +353 57 868 4757

email: info@dataprotection.ie