

Cycle for Capuchin Day Centre is committed to keeping your personal information secure and managing it in accordance with our legal responsibilities under privacy and data protection laws. This Privacy Policy provides information about how we process personal information through our website and registration process.

Each time you visit and browse www.cycleforcapuchindaycentre.ie, we might retain statistical and other analytical information collected on an aggregate and non-individual specific basis. The statistical and analytical information we collect provides Cycle for Capuchin Day Centre with general and not individually specific information about the number of people who visit the website, the number of people who return to the Website, the pages that they visit, where they were before they came to the website and the page in the website at which they exited. This information helps us monitor traffic on our website so that we can manage the website's capacity and efficiency.

When you register for the cycle, Cycle for Capuchin Day Centre will collect personal information about you through our registration process. We use this information to facilitate your registration for the event, and the details of personal information collected include:

Your contact details i.e. name, address, email address, phone number.

Your date of birth.

Your emergency contact details i.e. name, phone number and relationship to you.

Your credit/debit card details to facilitate transaction completion (processed through PayPal, our third party payment processor).

Credit / debit card numbers, and online donations are protected by a secure server software that encrypts financial information provided online. It prevents anyone else reading your personal and sensitive information while your donation is being processed.

In the unlikely event that you are injured during the event, data regarding your personal health may be recorded by members of our Team, to facilitate appropriate medical treatment and for health and safety and insurance purposes.

Your personal information may be used to:

Process your registration, donation or purchase and provide receipts and confirmation emails, etc, provide you with important information about the cycle, confirm your identity when you contact us for information, provide health care professionals and emergency services personnel with your personal information in the case of an emergency, communicate with you about the work that The Capuchin Day Centre undertakes, address any queries, feedback or complaints you may have, provide summary information to existing and future sponsors. We may also disclose your personal information to our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional

advice, or the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

Who will my data be shared with?

Cycle for Capuchin Day Centre may share your personal data with limited third parties and for the following reasons: Any third party, with your consent or as necessary to complete any transaction or provide any product or service you have requested or authorised, Cycle for Capuchin Day Centre Committee Members and Volunteers, our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

Data Deletion Policy

We will retain personal information for a period of 24 months from the date of the cycle event in which you last participated, unless a longer retention period is required or permitted by law.

If you would like more information on your information?

You have the right to: Find out if we use your information, access your information and receive copies of the information that we have about you, request that the information we have about you is corrected and/or updated as necessary, object to particular uses of your personal data (please note that this may have an impact on the services we can provide to you), have your data deleted or have its use restricted, under certain circumstances, obtain a copy of certain data processed by automated means, which can be transferred to another provider ('data portability'). Please note that the extent of portability depends on what is technically feasible, withdraw consent at any time, where any processing is based on consent. If you withdraw your consent, it will not affect the data processing that was done beforehand. Please note that we may request proof of your identity before we respond to a request from you.

You have the right to complain to the Data Protection Commission. You can contact the Office of the Data Protection Commissioner at (0761) 104 800 or at info@dataprotection.ie, or at their postal address:

Data Protection Commission,
Canal House, Station Road,
Portarlinton, R32 AP23,
Co. Laois. 12.