



## **Our Contact Details:**

**Name:** MJ Keane Ltd T/A GDPR Audits

**Address:** Crooke, Passage East, Co Waterford

**Email:** [admin@gdpraudits.ie](mailto:admin@gdpraudits.ie)

## **Introduction**

This is the privacy notice of MJ Keane Ltd T/A GDPR Audits. In this document “we”, “our”, or “us” refer to GDPR Audits. We are registered in Ireland. Our registered office is at Crooke, Passage East, Co Waterford.

This is a notice to inform you of our policy regarding the information that we record about you. It sets out the conditions under which we may process any information that we collect from you, or that you provide to us. It covers information that could identify you (“personal information”) and information that could not. In the context of the legislation and this notice, “process” means collect, store, transfer, use or otherwise act on information.

Our policy complies with the Data Protection Act 2018. By visiting the website of the Data Controller, the Data Subject (“visitor”, “you”) accepts the terms of this privacy policy.

We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our website are entitled to know that their personal data will not be used for any purpose unintended by them.

The law requires us to tell you about your rights and our obligations to you regarding the processing and control of your personal data. We do this now, by requesting that you read the information provided at [www.dataprotection.ie](http://www.dataprotection.ie)

Except as set out below, we do not share, or sell, or disclose to a third party, any information collected through our website.

## **Accuracy of your personal data**

Please keep us up to date with any changes to your personal data, this allows us to ensure that your personal data is kept accurate and up to date.

## **Personal information we collect about you**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address, email and contact number)
- Payment information: financial information such as bank account or credit card information in order to facilitate the processing of payments
- Any information provided to us on your behalf to allow us to carry out our service to you
- Should you apply to work at GDPR Audits, we collect personal information from you such as;
  - Name
  - Contact Details
  - CV's education and employment history

We ask that you do not provide any sensitive personal data (eg gender, height, weight, medical information, religion, philosophical or political beliefs, financial data) in job applications

We ask you to provide only the information that is necessary to submit a query to our website on our services.

We do not collect special categories of personal data about you unless you have asked us to do so in the context of the service we provide to you. Special categories of personal data are as follows:

Racial origins, ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic or biometric data, criminal convictions or offences

## **How we get the information and why we have it**

### **Direct interactions**

You may provide us with your personal information when you;

- Fill in the query form on our website
- Correspond with us via email, phone or otherwise
- Meet with us on a one-to-one and provide us with your business card, for example.
- Send your cv to us in order to apply for work

Most of the personal information we process is provided to us directly by you, however we also receive personal information indirectly, from the following sources in the following scenarios:

Facebook, LinkedIn, Twitter, google

From visiting these pages, or interacting with us, you are passing information on to us via the above platforms, these are known as cookies. This type of information is technical data about your computer equipment, browsing actions and preferences.

We also may have access to your publicly available details from these sources.

We are required to determine the legal basis for which we process different categories of your personal information, and to notify you of the basis for each category.

Most of the personal information we process is provided to us directly by you for one of the following reasons:

#### **Information we process because we have a contractual obligation with you.**

In order to carry out our obligations under that contract we must process the information you give us. Some of this information may be personal information.

We may use it in order to:

- Setting up your account as a client with us
- Liaising with you
- provide you with our services
- provide you with suggestions and advice on products, services and how to obtain the most from using our website
- Processing and ensuring payment of invoices

We process this information on the basis there is a contract between us, or that you have requested we use the information before we enter into a legal contract

Additionally, we may aggregate this information in a general way and use it to provide class information, for example to monitor our performance with respect to a particular service we provide. If we use it for this purpose, you as an individual will not be personally identifiable.

We may share this information with third parties in order to process the purchasing transaction of our services. These companies must also adhere to the same data protection legislation.

We shall continue to process this information until the contract between us ends or is terminated by either party under the terms of the contract.

#### **Information we process for the purposes of legitimate interests**

We may process information on the basis there is a legitimate interest, either to you or to us, of doing so.

Where we process your information on this basis, we do so after having given careful consideration to:

- whether the same objective could be achieved through other means
- whether processing (or not processing) might cause you harm
- whether you would expect us to process your data, and whether you would consider it reasonable to do so

For example, we may process your data on this basis for the purpose of;

- necessary administration of our business – for example, creating your client account
- responding to unsolicited communication from you which we believe you would expect a response
- Processing payments and invoices
- preparing for a job interview with you

#### **Information we process because we have your consent**

Through certain actions when otherwise there is no contractual relationship between us, such as when you browse our website or ask us to provide with more information about our business, including job opportunities, our products and services, you provide your consent to us to process information that may be personal information

Wherever possible, we aim to obtain your explicit consent to process this information, for example by asking you to agree to our use of cookies.

Sometimes you might give your consent implicitly, such as when you send us a message by email to which you would reasonably expect us to reply

You may also consent to have your data used in order to receive information such as our newsletter, if available.

Except where you have consented to our use of your information for a specific purpose, we do not use your information in any way that would identify you personally.

We continue to process your information on this basis until you withdraw your consent, or it can be reasonably assumed that your consent no longer exists.

You may withdraw your consent at any time by instructing us at [admin@gdpraudits.ie](mailto:admin@gdpraudits.ie)

### **Information we process because we have a legal obligation**

We may be required to give information to legal authorities if they so request and subject to the correct authorisation

What we do with the information

- verify your identify for security purposes
- sell products to you
- provide you with our services
- keep our website safe and secure

We may share your personal data with selected business associates, suppliers and contractors to provide you with our services. For example, these business partners may include our web hosting provider and our IT Cloud service providers.

In the event that we buy or sell any business or assets, it may be necessary to disclose personal data to the prospective buyer or seller

### **How long we hold your information**

We keep your information for no longer than it is required or allowed. For information on the time periods your data is held for please contact us on [admin@gdpraudits.ie](mailto:admin@gdpraudits.ie)

## Data Transfers

In some circumstances it may be necessary for us to transfer your data outside the European Economic Area (EEA). We will only transfer data to receivers that are in countries approved by the EU Commission, or where there are the appropriate safeguards in place to protect your personal data. For further information on these appropriate safeguards, please email [admin@gdpraudits.ie](mailto:admin@gdpraudits.ie)

## Security

There are appropriate security measures in place to protect your data in the event of being accidentally lost or accessed without authorisation. Your data is also limited to only the necessary parties that need to process your data for business purposes.

## Your data protection rights

Under data protection law, you have rights including:

- Your right of access – You have the right to ask us for copies of your personal information
- Your right to rectification – You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure – You have the right to ask us to erase your personal information in certain circumstances
- Your right to object – You have the right to ask us to stop processing your personal data for profiling or direct marketing
- Your right to restriction of processing – You have the right to object to the processing of your personal data in certain circumstances
- Your right to data portability – You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [admin@gdpraudits.ie](mailto:admin@gdpraudits.ie) if you wish to make a request.

## How to complain

You can also complain to the Data Protection Commission if you are unhappy with how we have used your data.

The Data Protection Commission address:  
21 Fitzwilliam Square South  
Dublin 2  
D02 RD28