



## Le Chéile Scholarship and Bryan Keane Bursary

### PRIVACY NOTICE

Anywhere where we say, 'the credit union', it means Le Chéile Credit Union Ltd.

For you to enter this competition, the credit union has to collect some of your personal data. Your personal data includes any piece, or pieces, of information that can identify you, such as your name, your account number, and your address.

By law we have to tell you what information we collect, how we use that information, and what we do with it.

#### **WHO LOOKS AFTER YOUR INFORMATION?**

The credit union is the 'data controller'. This means we are in charge of the information we are collecting. We decide what information we need to collect, and how we use it. We are also the ones who are processing this information (the 'data processor').

We also have a Data Protection Officer (DPO), who makes sure we follow the law when using any information you have given us. If you wish, you can contact our DPO to ask a question on how we use your personal information by emailing them at [dpo@lecheilecu.ie](mailto:dpo@lecheilecu.ie), or by writing to the credit union at the address below.

#### **WHAT INFORMATION DO WE COLLECT?**

You can see on the form we look for your name, address, membership number, and contact details.

If you win the competition, we will look for suitable confirmation of acceptance of your course. You may be asked to provide supporting materials that the course is an eligible one, and that this is your first time attending a third level course.

#### **WHY DO WE COLLECT THIS INFORMATION?**

We have rules about who can enter the competition. We use the information you provide to make sure you are eligible to enter.

You are asked to provide the name of the secondary school you attended so that we can confirm your affiliation to our common bond.

#### **WILL YOUR INFORMATION BE SHARED?**

We will only use the information you provide for the application process for the Le Chéile Scholarship and Bryan Keane Bursary.

The people who are judging the competition may see the information you are providing. These will all be people working with the credit union, or for the credit union. No people outside of the credit union will see your information.

If you win, we will be putting posters up in our credit union with your photo and your name. We will also be putting this up on our web page, and our social media such as Facebook and Twitter. It is a condition of entry that, should you win, you agree we can use a photo of you in our promotional materials.

There are no **transfers of your personal data outside of the EEA.**

#### **WHAT HAPPENS IF I DON'T GIVE YOU THE INFORMATION SOUGHT?**

Failure to provide the required information means we cannot process your application to the competition for a Scholarship or Bursary.

## **WHAT HAPPENS IF, SHOULD I WIN, I DON'T WANT MY PICTURE AND NAME PUBLISHED?**

You will not be eligible to receive the Scholarship or Bursary.

## **HOW LONG WILL WE KEEP YOUR INFORMATION?**

We don't keep it forever, only for as long as we need it. Applications that are unsuccessful will be sent for destruction 6 months after the prize-giving ceremony for the scholarship or bursary.

If you are awarded a scholarship or bursary, we will hold onto your information for a period of 2 years after the prize-giving ceremony.

We will retain any photographs taken, including reference by name of the persons in the photograph. These will be used in promotional materials for the credit union and may become part of the credit union's perpetual photographic record for future research and reference purposes.

## **WHAT ARE YOUR RIGHTS?**

As a data subject, you have the right to:

- Data access – find out how we use your information, what information of yours we have, and receive copies of this information
- Rectification or erasure of data – have inaccurate/incomplete information corrected and updated, and, in certain circumstances, to have your information deleted
- Restriction of processing – in certain circumstances, to have our use of your data restricted
- Objection to processing – in certain circumstances, to object to particular use of your personal data for our legitimate business interests (e.g. for direct marketing purposes). You also have the right not to be subject to solely automated decisions, and the right to have a person review such decisions.
- Data portability – exercise the right to data portability (i.e. obtain a transferable copy of your information we hold to transfer to another provider)

Please note we will not be using either **Automated decision making** or **Profiling** as part of the processing for this contest.

You should know there are times where we may not be able to do as you ask because of other laws, but we will always let you know when this happens.

## **WOULD YOU LIKE TO KNOW MORE?**

If you would like to find out more about how we collect, use, store and dispose of your information, you can contact the credit union at these addresses:

Le Chéile Credit Union Ltd, Main Street, Athboy, Co Meath, C15 D324 Tel: 046 9432432

Or Le Chéile Credit Union, Millbrook Road, Oldcastle, Co Meath.A82N7D8 Tel: 046 9432432

Or contact us at [info@lecheilecu.ie](mailto:info@lecheilecu.ie)

You can also email our Data Protection Officer at the above address or at [dpo@lecheilecu.ie](mailto:dpo@lecheilecu.ie)

If you would prefer to speak to someone outside of the credit union you can contact the Data Protection Commission, who are the people who make sure all organisations follow the law when it comes to looking after your information. Their contact details are:

- Write to: 21 Fitzwilliam Square South, Dublin 2, D02 RD28
- Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)
- Phone: 01 765 0100 or LoCall 1800 437 737