

## Retention of Data

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Rathvilly Parish Credit Union Ltd will retain information for six years after a person's membership ceases in order to comply with the Revenue Commissioner's record keeping requirements.

We will delete or dispose of information after this time in a secure manner, either by incineration/shredding of manual files or using secure data disposal software for electronic files.

Files will be assessed and purged for this purpose on an annual basis by the Manager.



Designed by SmartTraining.ie

***We all have responsibilities to our members in regard to the information we hold about them.***

***Please ensure that you have read our Data Protection Policy and keep this leaflet close to hand to remind you of the basics.***

Rathvilly Parish Credit Union

The Square  
Rathvilly  
Co Carlow

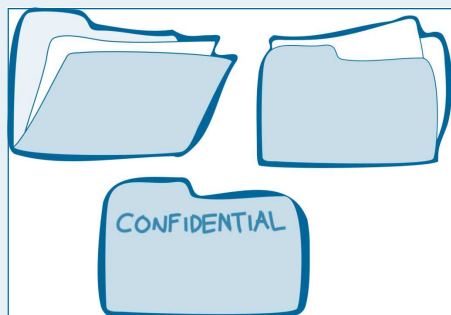
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## Data Protection For Rathvilly Parish Credit Union Staff and Volunteers



# RATHVILLY

*The Square, Rathvilly, Co Carlow*



## Responsibilities

As a Data Controller, Rathvilly Parish Credit Union has legal responsibilities under the Data Protection Acts 1988 and 2003.

We have certain key responsibilities in relation to the information which we keep on computer or in a structured manual file about individuals. These may be summarised in eight "Rules" which we must follow. These rules are listed on the next page.

## We must

1. Obtain and process information fairly
2. Keep it only for one or more specified and lawful purposes
3. Process this information only in ways compatible with the purposes for which it was given to us initially
4. Keep it safe and secure
5. Keep the information safe and secure
6. Ensure that the information is adequate, relevant and not excessive
7. Retain it no longer than is necessary for the specified purpose or purposes
8. On request, give a copy of his/her personal data to any individual

***These provisions are binding on every data controller. Any failure to observe them would be a breach of the Act.***

## Access Request

If a member asks for access to the information we hold about them, this is called an 'Access Request'.

If a member makes an Access Request:

Give the member a copy of the sample 'Access Request' letter. (See our Data Protection Policy Appendix II. There is a charge of €7.50 to cover administration costs.)

Help them to fill in the details required.

Make sure that the Access Request letter is passed on to our Manager.

Our Manager will ensure that the request is responded to as soon as possible.



*Help the member to fill in the form, then pass it on to the Manager*