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## 1. Introduction

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NCFRS (FRS Network) is a co-operative organisation with 20 offices nationwide and includes FRS Farm Services, Fencing, Recruitment, Training and Herdwatch.

NCFRS is a Data Controller and is responsible to the Data Protection Commissioner for the security of your data. A 'data controller' is defined as a person who either alone or with others, controls the contents and use of personal data.

NCFRS is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Acts 1988 and 2003 (DPA) and the General Data Protection Regulations 2018.

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## 2. Disclosure

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NCFRS will hold the data you provide safely and securely. We will only disclose your information if necessary to third parties who provide services to allow us to fulfil our obligations to provide our services, e.g., training partners, accreditors, prospective employers, and contract partners.

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## 3. Information we may collect from you

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We may collect and process data (such as name, address and other identifying data, career and employment history, bank details) about you. We may also collect:

- Any information that you provide by filling in forms on our websites: [www.frsnetwork.ie](http://www.frsnetwork.ie), [www.frsfarmrelief.ie](http://www.frsfarmrelief.ie), [www.frsrecruitment.com](http://www.frsrecruitment.com), [www.frstraining.com](http://www.frstraining.com), [www.frsfencing.com](http://www.frsfencing.com), and [www.herdwatch.ie](http://www.herdwatch.ie). This includes information you might have provided whilst requesting further services or information from us and may, in some circumstances, include sensitive personal information.
- If you contact us, we may keep a record of that correspondence.
- Details of your visits to our websites including but not limited to traffic data, location data, weblogs and other communication data and the resources that you access.
- PPS Number: NCFRS fully comply with the requirements of the Social Welfare Consolidation Act 2005, in relation to the use of the Personal Public Service Number / Public Service Identity data and any legislation amending same.

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## 4. IP addresses and cookies

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We may collect information about your computer including, where available, your IP address, operating system and browser type, for our system administration. This is statistical data about our users browsing actions and patterns, and does not identify an individual.

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## 5. Sharing your Personal Data

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In support of our business operations we shall only share your Personal Data with our Business Partners and only in circumstances where those third parties have entered into a Data Processing Agreement with us in line with the EU General Data Protection Regulation. Any marketing to you shall be based strictly on consent to do so, obtained directly from you.

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## 6. How we use your information

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We will process the information you give us in accordance with the Data Protection Act 1988 & 2003 and, the GDPR 2018, for the purposes of:

- Providing you with information or services that you request from us or which you have indicated may interest you, if you have agreed to be contacted for such purposes;
- Carrying out our obligations arising from any contracts entered into between you and us; and
- Notifying you about changes to our services.

If at any time, we need to use your Personal Data for a purpose that is different from the original purpose of collecting your Personal Data, we will contact you regarding this change.

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## 7. Security

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Once we have received your information, we use industry standard technologies and security measures to safeguard your information, we train our staff and we keep strict security standards to protect it.

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## 8. Your Right of Access

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You have the right to request a copy of the information we hold about you. To obtain a copy of this personal information, please email [dpo@frsnetwork.ie](mailto:dpo@frsnetwork.ie) or write to us at: *Data Protection Co-Ordinator, FRS Network, Derryvale, Dublin Road, Roscrea, Co. Tipperary, Ireland. E53 EV90*

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. You have the right to complain if you feel that your personal data has been illegally accessed, please email [dpo@frsnetwork.ie](mailto:dpo@frsnetwork.ie) or write to us at: *Data Protection Co-Ordinator, FRS Network, Derryvale, Dublin Road, Roscrea, Co. Tipperary, Ireland. E53 EV90*

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## 9. Retention

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Your data will not be held for longer than is necessary for the purpose(s) for which it was obtained. We will delete credit card details once a transaction had been finalised, unless you give us your consent to retain details to ease further transactions. Due to the nature of our services we hold different data for different periods of time so that we can comply with employment legislation, contractual obligations etc. however, all data will be erased/destroyed once the need for the data has expired.

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## 10. Document control

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This policy will be reviewed annually. We will regularly monitor the effectiveness of this policy to ensure that it is achieving its objectives. A current version of this document can be downloaded from Privacy Engine.

| Version | Date reviewed / edited | No change / Change details | Author / Editor / Reviewer | Approved by (if required) | Approval date (if required) | Next review date |
|---------|------------------------|----------------------------|----------------------------|---------------------------|-----------------------------|------------------|
| 2.0     | 25/09/2019             | Change                     | Sharon Mulrooney           |                           |                             | 25/09/2020       |