



## **Privacy Policy Introduction**

This privacy policy sets out how we use and protect any information that you give to us when you become a member of the Association of Electrical Contractors Ireland.

We are committed to ensuring that your privacy is protected and we will never release your personal details to any third party without your express consent. When you complete an application to join the association certain personal information is collected from you (for example: your name, email address, phone number, technical particulars etc.). You can be assured that it will only be used in accordance with this privacy statement.

## **What we collect?**

**We may collect the following information:**

- Name and surname
- Current Address
- Company Address
- Phone numbers
- Email address
- Technical Particulars
- Examination Taken
- Membership Details

## **What we do with the information we gather?**

We require this information to administer your membership and to provide the services you have requested from us and provide you with a better service for the following reasons:

- Internal record keeping.
- Sending subscription notices to you.
- Recording financial transaction to your subscription account.
- Contacting you with relevant association correspondence.

**AECI will retain your personal information on our membership database for the duration of your membership.**

We take your privacy seriously and all such information is held on secure servers.

AECI complies with all applicable Data Protection Regulations. We may change this policy from time to time by updating this policy and will notify you accordingly.

## **Marketing**

You may have opted in for us to be able to correspond with you regarding our activities including courses and seminars etc. by way of post, telephone, email and SMS. We don't share your data with external marketing companies who would contact you this way. If you have consented to this correspondence you can opt out at any time.

## **Individuals Rights**

You have the right to request a copy of the information we hold about you. If you would like a copy of this information please email us on [info@aeci.ie](mailto:info@aeci.ie) or write to the data controller at the association.

This will be provided to you in a written format.

We want to make sure that your personal information is accurate and up to date you may ask us to correct or erase information that you think is inaccurate.

At the time of collecting data you have the right to object to the association holding certain information about you.

## **Changes to our privacy policy**

We keep our privacy policy under regular review and will place any updates on our website.

This privacy policy was last updated on 23<sup>rd</sup> May 2018.

This policy is effective from 23/05/2018

**How to contact us;** If you need any further information please email us on [info@aeci.ie](mailto:info@aeci.ie) or write to us at;

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