

# IRISH CENTRAL BORDER AREA NETWORK (ICBAN) LIMITED

## Public Engagement Privacy Statement: May 2018

### *Introduction*

The Irish Central Border Area Network (ICBAN) Ltd was established in 1995 as a network of Councillors from the Central Border Region of Ireland/Northern Ireland border, with one common aim: to respond to the unique economic and social needs of the area.

ICBAN Ltd. comprises the eight Member Councils of: Armagh City, Banbridge and Craigavon; Fermanagh and Omagh; Mid Ulster and the counties of Cavan, Donegal, Leitrim, Monaghan and Sligo.

Based in the Enniskillen Business Centre, 21 Lackaghboy Road, Enniskillen, ICBAN Ltd. is a Northern Ireland Company: Company Number: NI 40472.

Data Protection Law is changing with effect from 25th May 2018 and ICBAN Ltd. is updating this Privacy Statement to comply with the new legislation.

**Contacts details:** Mr. Shane Campbell, Chief Executive, ICBAN Ltd., Enniskillen Business Centre, 21 Lackaghboy Road, Enniskillen, County Fermanagh, Northern Ireland, BT74 4RL.

**Tel:** +44 (0) 28 66 340 710

**Website:** [www.icban.com](http://www.icban.com)

**Email:** [info@icban.com](mailto:info@icban.com)

### *What information do we collect from you?*

If you contact us in person, by telephone, email, otherwise in writing, by using the contact form on our website, through our social media pages, or attend one of our events, we may collect contact and other details from you including your name, address, phone number, e-mail, business name and area of interest.

### *Why do we collect this information?*

We process your personal data for the following purposes:

- To provide you with the information you request; and
- To occasionally provide you with details of other services we offer. Please note CCTV monitoring is in operation at Enniskillen Business Centre for the purposes of security - you may therefore have your image captured and recorded if you visit our premises.

To process your personal data for the reasons above, we rely on the following legal bases:

1. Legitimate interests: We may use your information for our legitimate interests, such as for general correspondence, for reasons of security, and for administrative purposes.

### *Who might we share this information with?*

We will treat your personal data as strictly confidential and will only share it with a third party where the law requires us to do so. We will not share or transfer your personal data with anyone.

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

Your information will be held for one year after your enquiry, or for as long as you have given any consent for your information to be used, at which point it will be securely deleted, unless there is an overriding lawful reason for it to be retained longer.

### ***Protecting your Information***

Your information is held on file in both electronic and paper format. ICBAN Ltd. is committed to protecting your personal data and to implementing appropriate technical and organisational security measures to protect it against any unauthorised or unlawful processing and against loss, destruction, or damage.

### ***Our Website and Social Media***

Cookies are pieces of data that are sometimes created when you visit a website - see ICBAN's Cookie Policy below for details on how we handle Cookies.

Our website contains links to other websites. This Privacy Notice only refers to [www.icban.com](http://www.icban.com) so if you link to another website you should also read that Privacy Notice.

ICBAN has social media presence on Facebook, Twitter and Linked In. We recommend you do not publicly submit any personal data to these pages, for example within comments on our Facebook page, Twitter feed or Linked In timeline.

### ***Your rights***

The General Data Protection Regulation provides you with a number of rights under the legislation as a data subject.

- **Right of access**

You have the right to be provided with details of the processing of your personal data and to obtain a copy of the personal data we hold about you, subject to applicable exemptions under data protection legislation. In order to make an access request, please send your request in writing to ICBAN Ltd., Enniskillen Business Centre, 21 Lackaghboy Road, Enniskillen, County Fermanagh, Northern Ireland, BT74 4RL.

Tel: +44 (0) 28 66 340 710

Email: [info@icban.com](mailto:info@icban.com)

- **Right to rectification**

If the personal data we hold on you is inaccurate or incomplete, you have the right to rectify such personal data and we would encourage you to ensure the personal data we hold on you is kept as up to date and accurate as possible.

- **Right to erasure**

In certain circumstances, you have the right to request the deletion of your personal data where there is no compelling reason for us to continue processing it.

- **Right to restrict processing**

In certain circumstances, you can request the restriction of the processing of your personal data.

- **Right to data portability**

In circumstances you have the right to request that your personal data be provided to you or transmitted directly to another organisation.

- **Right to withdraw consent**

If we are processing your personal data on the legal basis of consent, you have the right to withdraw your consent at any time.

- **Right to lodge a complaint**

You have the right to lodge a complaint with the Information Commissioner's Office:  
Information Commissioner's Office, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB

Tel: 028 9027 8757 or 0303 123 1114

Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)

## COOKIES POLICY

### *What is a cookie?*

ICBAN Ltd. may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service.

Cookies enable ICBAN to estimate our audience size and usage pattern; to store information about your preferences, and so allow us to customise our site according to your individual interests; to speed up your searches; and to recognise you when you return to our site.

### *Types of cookie*

Cookies can be either temporary (session cookie) or permanent (persistent cookie).

Session cookies are stored in your device's temporary memory - not on your hard drive - while you're browsing a website. Usually these cookies are deleted when you close the browser. If you were to reopen the browser and revisit the website, the site would not 'remember' that you had visited previously. Session cookies remain active only until you leave a site.

Persistent cookies remain stored on your hard drive, persisting from session to session until you delete them or they reach a set expiration date. Persistent cookies can store information such as log-in details, bookmarks, credit card details and preferred settings and themes - resulting in a faster and smoother web journey.

### *How to control cookies*

You can control and/or delete cookies as you wish - for details on how to do this, see [www.aboutcookies.org](http://www.aboutcookies.org) You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functionalities may not work.

### *How we use cookies*

The cookies we use on our website can be grouped into four different categories.

**Strictly necessary cookies:** are essential in order to enable you to navigate around our website and use its features. Without these cookies, we would be unable to provide you with the information or services you have asked for.

**Functionality cookies:** allows our website to remember choices you make and help to provide an enhanced, more personal experience on our website.

**Performance cookies:** helps us improve our website and our online services. These cookies gather information about how our site is used, including which pages are visited most often. This helps us to provide a better user experience. These cookies are anonymous - which means that they won't collect information to identify you.

**Targeting & Advertising cookies:** are used to help us better understand our advertising campaigns and how we can make these more relevant to you. These cookies are also anonymous; they won't collect information to identify you.

### ***Review***

This Statement will be regularly reviewed to ensure we continue to meet our obligations in processing your personal data and protecting your privacy.

Last updated 25 May 2018