

Data Protection Statement

Data Protection Statement

This Data Protection Statement provides information about the ways in which the Dingle Literary Festival collects, stores and uses personal data relating to individuals (data subjects). The Data Protection Statement relates to personal data received by the Dingle Literary Festival when carrying out its duties and exercising its functions.

Dingle Literary Festival

Who we are

Each year, the Dingle Literary Festival takes place in late November in Dingle, County Kerry. This bilingual festival was conceived in 2019. It has two principal aims:

- To bring some of the best of contemporary writers in English to an audience of locals and visitors
- To celebrate the rich literary and cultural heritage of the area through an Irish language programme in addition to encouraging new writing in Irish

Multi-layered approach

The Data Protection Statement has been developed in accordance with a 'layered policy' approach. This means that it offers you the opportunity to obtain more or less information about the Dingle Literary Festival's information handling practices. By clicking on the links below, you can decide how much you would like to read, what you need to know and how quickly you need to obtain the relevant information.

Key areas of the Data Protection Statement

The Dingle Literary Festival's Data Protection Statement is designed to cover a number of key areas. These are as follows:

- [Definitions](#)
- [Legislation](#)
- [Dingle Literary Festival and the GDPR](#)
- [Data Protection and the Dingle Literary Festival](#)
- [Data Protection Officer \(DPO\)](#)
- [Processing of personal data by the Dingle Literary Festival](#)
- [What personal data does the Dingle Literary Festival process?](#)
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Definitions

For the purposes of this Data Protection Statement, the following definitions apply:

Data subject

An identified or identifiable natural person. It is a person who is living.

Personal data

Information from which you (or another person) is identifiable or which relates to you. It does not refer to corporate data.

Special categories of personal data

Personal data that are subject to a higher standard of protection under the law due to their sensitivity. This includes personal data which reveal:

- any racial or ethnic origin
- financial status
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data
- health data
- data concerning a person's sex life or sexual orientation

Processing

Processing refers to any use of personal data. It includes collection, disclosure, retention and storage.

Legislation

The Dingle Literary Festival is committed to protecting the rights and privacy of individuals in accordance with national data protection legislation and European Union (EU) regulations and directives. These include, but are not limited to, the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and the ePrivacy Directive 2011.

Dingle Literary Festival and the GDPR

The GDPR was introduced on 25 May 2018 and affects all countries within the EU. It sets out a series of laws concerning how data can be processed and used by organisations and companies within Member States. According to Article 5 of the GDPR, the key principles relating to the processing of personal data are:

- lawfulness, fairness and transparency
- purpose limitation
- data minimisation
- accuracy
- storage limitation
- integrity and confidentiality
- accountability

The GDPR is designed to strengthen and standardise data protection laws for all EU citizens. It increases the obligations and responsibilities for the Dingle Literary Festival in how it collects, uses and protects personal data. This means that the Dingle Literary Festival is required to be fully transparent in how it uses and protects personal data. It also means that it must show accountability for its data processing activities.

The GDPR applies to any organisation or company that collects and stores personal data (a Data Controller) and also any other organisation working on the instruction of a Data Controller (a Data Processor). The Dingle Literary Festival is a Data Controller for personal data collected for the purpose of its core activities. The Dingle Literary Festival decides the minimum amount of personal data it needs to collect from you to allow it to operate its services. Its data processes are then documented and issued to relevant staff, volunteers and designated third parties. In short, the Dingle Literary Festival staff, volunteers, contractors, agents and other third parties are all bound by the rules set out in the GDPR.

You may contact the Dingle Literary Festival in a number of ways. These are as follows:

By post

Dingle Lit clg, Ballyferriter West, Tralee, County Kerry, V92 KX38, Ireland

By email

info@dinglelit.ie

By phone

00353-83-429-8836

Data protection and the Dingle Literary Festival

The GDPR affects data protection in all EU Member States. The Data Protection Act 2018 gives further effect to the GDPR in Irish law. Collectively, the GDPR and the 2018 Act place enhanced accountability and transparency obligations on all organisations and companies using your information. As importantly, it gives you greater control over your personal information.

Data Protection Officer (DPO)

In accordance with Article 37 of the GDPR, the Dingle Literary Festival has appointed a Data Protection Officer (DPO). Should you have any questions about how the Dingle Literary Festival uses your information, or you are concerned about any issue relating to your personal data, you may contact the DPO in either of the following ways:

By post

Data Protection Officer (DPO), C/o Dingle Lit clg, Ballyferriter West, Tralee, County Kerry, V92 KX38, Ireland

By email

dpo@dinglelit.ie

Processing of personal data by the Dingle Literary Festival

The Dingle Literary Festival processes personal data for a number of different purposes which arise from its organisation and coordination of its events and related matters. These are in line with its data protection responsibilities as outlined under the GDPR and the Data Protection Act 2018.

In carrying out its functions, the Dingle Literary Festival may collect personal data. This may occur in the following ways:

- Guest bookings which will include personal data
- Conferences and events including personal data relating to attendees at conferences and events organised by the Dingle Literary Festival
- Queries and concerns including personal data received from individuals who have raised queries or concerns with the Dingle Literary Festival
- Service providers and suppliers including personal data obtained from service providers and suppliers engaged by the Dingle Literary Festival
- Job applications and applications for volunteer roles including personal data received from persons applying for roles within Dingle Literary Festival
- Training sessions including personal data relating to attendees at events organised by the Dingle Literary Festival
- Complaints handling including personal data received from a data subject directly (or through his/her/their legal representative) where the data subject makes a complaint to the Dingle Literary Festival

What personal data does the Dingle Literary Festival process?

Personal data

The Dingle Literary Festival processes personal data. This includes personal data received by the Dingle Literary Festival where data subjects contact, or request information from, the Dingle Literary Festival directly and personal data received by the Dingle Literary Festival indirectly. This is under the conditions set out above. Personal data the Dingle Literary Festival processes may include the following:

- Basic personal information (for example, a persons' first name, surname, date of birth, etc.)
- Contact information (for example, a data subject's postal address, email address and phone number/s)
- Any other personal data that is provided to the Dingle Literary Festival during the course of performing its key functions

Special categories of personal data

The Dingle Literary Festival may also process 'special categories of personal data.' This includes special category personal data received by the Dingle Literary Festival where the data subject contacts, and requests information from, the organisation directly in addition to special category personal data received by the Dingle Literary Festival indirectly.

According to Article 9 of the GDPR, such special category personal data may include personal data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health and data concerning a natural person's sex life or sexual orientation.

How does the Dingle Literary Festival collect personal data?

Telephone calls to the Dingle Literary Festival

The Dingle Literary Festival does not audio record or retain audio recordings of telephone conversations.

During the course of dealing with a query, complaint or other matter, the Dingle Literary Festival may record personal data received by it during the course of phone calls in the form of notes made on the relevant issue.

Emails

All emails sent to the Dingle Literary Festival are recorded, forwarded to the relevant person in the organisation and are stored for the purposes of the matter to which the email relates. The sender's email address will remain visible to all staff dealing with the matter.

Please note: It is the sender's responsibility to ensure that the content of his/her/their emails does not infringe the law. Unsolicited unlawful material, together with the details of the sender, may be reported to An Garda Síochána and/or other relevant authorities and further emails from such recipients may be blocked.

Post

Post received by the Dingle Literary Festival may be scanned and stored for the purpose of the matter to which the post item relates. Original hard copy versions of post items are retained for a period set out in the Dingle Literary Festival's Data Retention Policy and are confidentially and securely destroyed thereafter.

Social media

The Dingle Literary Festival receives personal data through its interactions on social media platforms (for example, Twitter/X and Facebook). The Dingle Literary Festival operates accounts on these platforms to promote awareness of its programme of events and related dates. Messages and/or posts received by the Dingle Literary Festival are viewed by the appropriate person in our organisation but personal data contained therein are not logged or stored other than on the relevant social media platform. No further processing of such personal data is carried out by the Dingle Literary Festival.

Website

The Dingle Literary Festival website is located at www.dinglelit.ie. It uses third party and persistent cookies. The Dingle Literary Festival's Cookies Statement can be accessed [here](#).

Closed-Circuit Television

The Dingle Literary Festival does not operate out of one central location throughout the year. Instead, it avails of a number of different venues to support its programme of events. Consequently, it does not operate closed-circuit television (CCTV) or have responsibility for such. Individual venues may, and do, operate CCTV. If you require access to such footage, you must contact the venue directly.

Lawful basis for processing personal data by the Dingle Literary Festival?

The lawful basis for processing personal data by the Dingle Literary Festival will depend on the legislative framework that applies and the purpose for which the processing is being carried out.

GDPR

Article 6 of the GDPR sets out six lawful bases on which personal data may be processed. Where the Dingle Literary Festival is processing personal data for the purpose of performing its core functions, it will do so on one of these. The six lawful bases are as follows:

- Consent
- Contractual necessity
- Legal obligation
- Vital interests
- Public interest
- Legitimate interest

'Consent'

The Dingle Literary Festival will generally use 'Consent' as the legal basis on which to process personal data. Where you actively opt-in for regular communications and disclose your personal data to us, you will be consenting to the collection, storage and processing of your personal information by the Dingle Literary Festival.

Legal bases and special category personal data

Where the Dingle Literary Festival is processing special category personal data, it will choose a lawful basis under Article 6 of the GDPR as set out above and also, a lawful basis as set out under Article 9.

Who are the recipients of personal data processed by the Dingle Literary Festival

Disclosure to third parties

Personal data collected by the Dingle Literary Festival are held confidentially and securely. It is not shared by the company with any third parties with the following exceptions:

- *For the purposes of providing its events and related activities*
Personal data collected by the Dingle Literary Festival is held confidentially and securely. It is only processed for the purposes it is intended (for example, booking events, etc.).

- *Where there is an issue of concern*
In certain circumstances, the Dingle Literary Festival may request personal data to monitor issues of concern. This may be, for example, to ensure that a service has appropriate systems and procedures in place to address a specific incident.
- *In the case of service providers or suppliers to the Dingle Literary Festival*
The Dingle Literary Festival may use Data Processors to provide designated services to the organisation. Where this occurs, it will require such processors to abide by certain terms to protect any personal data which is processed by the service provider/supplier during the course of providing a service in accordance with the requirements set out in the GDPR.
- *For the purposes of legal proceedings*
In certain circumstances, the Dingle Literary Festival must assist law enforcement authorities. Where this happens, in accordance with the law, the Dingle Literary Festival must provide personal data to, for example, An Garda Síochána and/or the courts. Where this happens, the Dingle Literary Festival will take all steps required to ensure such personal data are protected.

Publication of information

With the exception of information about the festival Directors, Dingle Lit Festival Committee and those featuring in the programme of events, the Dingle Literary Festival does not publish personal data on its website.

How long does the Dingle Literary Festival retain personal data?

The retention periods for personal data are based on the requirements of the Data Protection Act 2018, the GDPR and on the purpose for which the personal data are collected and processed. The retention periods applied to personal data processing are also, in certain circumstances, based on legal and regulatory requirements to retain information for a specified period and on the relevant limitation periods for taking legal action, if applicable.

Your data protection rights

Under data protection legislation, you have designated rights. Subject to certain restrictions which are set out below, you can exercise these rights in relation to your personal data that is processed by the Dingle Literary Festival. Your rights are as follows:

1. The right to be informed about the processing of your personal data
2. The right to access your personal data
3. The right to the rectification of your personal data
4. The right to the erasure of your personal data
5. The right to data portability
6. The right to object to the processing of your personal data
7. The right to restrict the processing of your personal data
8. Rights in relation to automated decision making (including profiling)

Restriction of data subject rights in certain circumstances

Article 23 of the GDPR allows for data subjects' rights to be restricted in certain circumstances. In addition, the Data Protection Act 2018 contains certain provisions dealing with the restriction of the rights of data subjects (in particular, Sections 59, 60 and 61) which give effect to the provisions of Article 23. General guidance in relation to the application of Article 23 and the related provisions of the 2018 Act have been provided by the Data Protection Commission (DPC) and are available on its website: www.dataprotection.ie.

Section 60 of the Data Protection Act 2018 provides for restrictions on the obligations of Data Controllers and on the rights of data subjects for important objectives of general public interest.

Data protection and photographs

The Dingle Literary Festival commission a photographer to capture images of people at all events and activities. Some of the resulting images are used on our website (www.dinglelit.ie) and in print to promote the activities of the festival. The Dingle Literary Festival takes every step necessary to ensure the subjects of the photograph give consent for the image/s to be used for promotional purposes at the time when the photographs are being taken. Where an individual may not be able to provide consent, perhaps due to young age or incapacity, we will seek to obtain consent from a parent, carer or other appropriate person.

Under data protection legislation, you retain the right to withdraw consent. If you wish to do so, you should contact the Data Protection Officer (DPO) at dpo@dinglelit.ie identifying the image/s in question. The request will be assessed and you will be informed of the outcome.

Your right to complain

If you have any concerns in relation to the manner in which the Dingle Literary Festival processes your personal data, you may contact the Dingle Literary Festival's Data Protection Officer (DPO) at dpo@dinglelit.ie.

Changes to this Data Protection Statement

This Data Protection Statement is kept under regular review and may therefore be subject to change. If you have any comments and/or queries in relation to this Data Protection Statement, please contact the Data Protection Officer (DPO) at dpo@dinglelit.ie.