

Kilmovee Community Housing Ltd.



Kilmovee, Ballaghaderreen, Co. Mayo.

Telephone / Fax 094 9649484

E-mail kilmoveecommunitycentre@gmail.com

Company Registration Number 199381:

Registered Charity Number CHY10959:

Privacy Policy

Kilmovee Community Housing Ltd (KCH) are committed to ensuring that any information collected by members of staff will be stored in a safe manner and not disclosed to any third parties.

Personal Identification Information: We may collect personal information from Users in variety of ways including, but not limited to, becoming a tenant in St Michaels Estate, when Users visit our centre, places an order on *Kilmovee.info, subscribes to a text or email service, responds to a survey, fills out a review form from an event, and in connection with other activities and services offered through the Community Centre. Users may be asked for, as appropriate, name, email address, mailing address, phone number, credit card information (if placing an order).

How We Use Collected Information

KCH may collect and use Users personal information for the following purposes:

- To deliver a service or determining service eligibility
- Compliance with legislative and contractual requirements,
- For employment purposes
- To book a place at an event that is being run by KCH
- To send users information they agreed to receive on up-coming events that may be of interest to them
- To run a promotion, contest or survey.
- To process payments, we may use the information Users provide about themselves when placing an order only to provide service to that order. We do not hold credit card information. We do not share this information with any outside parties.
- For job applicants, current and former employees of Kilmovee Community Housing records will be kept on file in accordance to the legal requirements of holding information under employment law

Limited Use, Disclosure, and Retention: KCH does not disclose or use personal information for any purpose other than those for which it was collected, as required by a funder's contract or required by law. When information could be used for a different purpose than originally it was consented, a new consent will be obtained.

Access and Contact

Users have the right to access their personal information or if they would like any more information contact the Privacy Officer –

KCH has the discretion to update the privacy policy at any time. When we do, we will revise the date at the bottom of this page. This will be published on www.kilmovee.info/communitycentre, we encourage users to check this to stay informed of any changes.

*Check www.kilmovee.info for its privacy policy for use of the website.

This procedure was discussed and ratified by the Voluntary Management Committee on April 25th 2018