

DATA PROTECTION NOTICE

- IPB MARKETING & EVENTS



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1. INTRODUCTION

You are receiving this Data Protection Notice because your privacy is important to IPB Insurance (IPB), and we are committed to protecting your personal information. We want to inform you about the ways that we collect and use your information and about the rights that you have. IPB adheres to the requirements of the Data Protection Acts 1988 to 2018, the General Data Protection Regulation, and the Privacy & Electronic Communications Regulations

2. WHO WE ARE AND HOW YOU CAN CONTACT US

IPB is a wholly owned Irish company which specialises in insurance. More information about our products can be found on our website www.ipb.ie.

We have appointed a Data Protection Officer who oversees data protection and can answer any questions you have.

Contact details:

Data Protection Officer,
IPB Insurance,
1 Grand Canal Square,
Grand Canal Harbour,
Dublin D02 P820

Phone: +353 1639 6642

Email: dpo@ipb.ie

3. COLLECTING INFORMATION

We will collect different kinds of information, depending on the type of activity we are providing. Before giving us information about another person (for example a family member's details for event registration purposes), please make sure they know you are giving us their information and they have agreed to do so. You should also show them this Data Protection Notice.

Information that IPB may collect:

| TYPES OF DATA | EXAMPLES OF DATA |
|--|---|
| Basic personal information | <ul style="list-style-type: none">Name, addressContact Details: phone, email address, etc <p>This information is typically required to identify and correspond with you. However, it may also be used for event organisation, event recording, customer communications, business card creation, member survey research, hosting and execution of virtual events.</p> |
| Photograph/ Video Recording/ Event Live Streaming | <p>We may capture photographs and video footage during events. This information may be used for internal and external promotional purposes, shared on our social media channels (such as LinkedIn and Twitter) or displayed on our internal site or our external IPB website.</p> |
| Cookies | <p>Our website uses cookies. Cookies are small files that websites place on the device you are using to browse the site. The cookie allows the website to "remember" your actions or preferences over time. They help IPB to make the website function better for you.</p> |

4. COLLECTING INFORMATION FROM OTHER SOURCES

Personal data is normally obtained directly from you. It may also be obtained from member organisation or conference organisers.

5. IF YOU DO NOT PROVIDE THE INFORMATION REQUESTED

If you do not provide sufficient information, we will be unable to guarantee receipt of customer communications, business card production, notification of an event, your attendance at an event, or receipt of marketing promotional material.

6. WHY DOES IPB COLLECT AND USE (PROCESS) YOUR INFORMATION?

We are not permitted to process your data unless we have a legal basis for doing so. The legal bases for processing of personal data by IPB are as follows: (a) the legitimate interests of IPB and (b) consent. Further details on each section are outlined below.

(a) Our legitimate interest

We need to process your information in the day-to-day running of our business to ensure that our systems operate effectively. In doing so, we ensure that the impact of the processing on your information is minimised and that there is a fair balance between your data protection rights and the activities of IPB. Examples of situations where IPB uses your data for this reason are to:

- Organise and deliver events
- Issue communications and marketing material
- Organise delivery of marketing promotions
- Conduct customer surveys
- Production of internal and external events both on-line and in person
- Share existing photographs, video footage and other marketing material on our social media channels (such as LinkedIn and Twitter), our internal site and external IPB website taken by IPB or received from our trusted partners or other third parties

(b) Consent

We will ask you to consent to processing your personal data to

- Livestream internal and external company events
- Use certain type of cookies when you visit our website
- Capture photographs and video footage during events
- Share new photographs, video footage and other marketing material on our social media channels (such as LinkedIn and Twitter), our internal site and external IPB website taken by IPB or received from our trusted partners or other third parties

7. SHARING INFORMATION WITH OUR TRUSTED PARTNERS

IPB may disclose your information with trusted service partners who we use, following careful consideration and in accordance with our internal selection criteria. IPB partners will vary from time to time and examples include:

- Members and Clients
- Data storage (both paper and electronic records)
- IT and IT security
- Market research
- Marketing event organisers
- Marketing services
- Website providers
- Delivery services/ Order processors
- Other potential parties in the event IPB chooses to buy or sell its business or assets
- Corporate Social Engagement and charity partners

8. YOUR RIGHTS

You have rights under data protection law, including the right to object. This section explains what these rights are and how you can exercise them.

| YOUR RIGHTS | DESCRIPTION |
|--|---|
| Right of access | You can get a copy of the personal information we have about you, as well as other information about IPB's processing of your data. |
| Right to rectification (errors) | You can request that any inaccurate information we hold about you is corrected. If we have incomplete information, you can ask that we update the information we hold on file. |
| Right to be forgotten (erasure) | You have a right to have your information erased in certain circumstances. For example, if you previously provided IPB with consent and you are now withdrawing it and there is no other legal reason for IPB to use your data. |

| YOUR RIGHTS | DESCRIPTION |
|--|--|
| Right to object | You may object to IPB's activities listed in this notice. Your right to object to this process is subject to certain exemptions. You have the right to object to automated decision making and/or profiling. Please note that IPB does not currently engage in this type of activity. You have the right to object to IPB using your personal information for direct marketing purposes. Please note that IPB does not currently engage in this type of activity. |
| Right to complain to supervisory authority (complaints) | You have the right to complain to the Data Protection Commission. See page 7 for details. |
| Right to restrict processing (withdrawal of consent) | Whenever you have provided IPB with consent, you can withdraw your consent. If you withdraw consent, it will not affect the lawfulness of processing that is based on your consent before you withdrew it. |
| Right to data portability | You have the right, in certain circumstances, to transfer your personal information to another organisation. |

Please note our ability to exercise these rights may be subject to certain restrictions as set out in the legislation and the GDPR. If you exercise some of your rights (e.g. erasure), this may have an impact on the service and products we can provide to you.

If you wish to exercise your rights, please notify us in writing at the postal or email address on page 2 of this notice. Please provide us with sufficient information so that we can respond to your request (e.g. your name, address and any reference number you may have). We may ask you to verify your identity so that we can accurately respond to your request.

Once we have confirmed your identity, we will respond to your request within one month in most instances. This timeframe may be extended by two months in certain instances and if this is the case, we will inform you of the reasons an extension is required.

9. TRANSFER OF YOUR INFORMATION ABROAD

Your information may be transferred outside of the European Economic Area. To ensure your rights are protected, we only do so provided that the other country has laws that adequately protect your information or where we have taken steps to ensure that the recipient will protect your information to the same standard as we are legally required to.

10. CONFIDENTIALITY AND SECURITY

IPB uses internal technical and organisational measures to protect your information from unauthorised access, to maintain data accuracy and to help ensure the appropriate use of your personal information. These security measures include strong encryption of your personal information in transmission and in storage, firewalls, antivirus protection as well as physical protection of facilities where your personal information is stored and background checks for personnel that access physical facilities.

The IPB Insurance Information Security Management Framework complies with the requirements of ISO27001:2013 and with ISO27701, which is a privacy extension of IPB's ISO27001 Certification and outlines a framework for Personally Identifiable information (PII) Controllers to manage privacy controls.

11. HOW LONG WE RETAIN YOUR INFORMATION

We will retain personal data for as long as it is necessary for the purpose for which personal data is collected and processed.

12. COMPLAINTS

If you have any questions or are dissatisfied with the way that your personal information has been treated, please notify the Data Protection Officer, who will investigate the matter for you and try to resolve it. Contact details are on page 2 of this notice.

If you remain dissatisfied, you have a right to complain to the Data Protection Commission.

Contact details:

Data Protection Commission,
21 Fitzwilliam Square South
Dublin 2
D02 RD28

Locall: 1890 252 231

Email: info@dataprotection.ie

13. UPDATES TO THIS NOTICE

We may amend the Data Protection Notice from time to time. The most up-to-date version is always available on www.ipb.ie. and takes effect on the date that it is updated.