

RADIO MARIA IRELAND – DATA PROTECTION POLICY

Data protection is about your fundamental right to privacy, and your right to access and correct data about yourself.

The information below outlines Radio Maria Ireland's policy to help ensure that we comply with the *Data Protection Acts 1988 and 2003* that govern the collection, processing, retention, use and disclosure of information relating to individuals.

Data protection principles

Radio Maria Ireland shall perform its responsibilities under the *Data Protection Acts* in accordance with eight data protection principles. These are:

- 1) Obtain and process information fairly.
- 2) Keep it only for specified, explicit and lawful purposes.
- 3) Use and disclose data only in ways compatible with these purposes.
- 4) Keep data safe and secure.
- 5) Keep data accurate, complete and up to date.
- 6) Ensure that data is adequate, relevant and not excessive.
- 7) Retain data for no longer than necessary for the purpose(s) for which it is acquired.
- 8) Give a copy of his/her personal data to the relevant individual, on request.

Responsibility

Radio Maria Ireland requires all employees to comply with the Data Protection Policy. Failure to do so, for example, unauthorised, inappropriate or excessive disclosure of, or obtaining information about individuals, will be regarded as a breach of this policy and will be dealt with in accordance with Radio Maria Ireland's Disciplinary Policy. If an employee is in a position to deal with personal information about other employees, he or she will be given separate guidance on his or her obligations, and must ask if he or she is unsure.

Radio Maria Ireland collects and uses information for the following services:

- As a national/international audio broadcasting service, Radio Maria Ireland offers a free-to-air internet radio service that is made available, in so far as is reasonably practicable, to the island of Ireland, the Irish diaspora overseas, as well as other interested listeners at home and abroad.
- In working to establish DAB, cable and satellite radio services to service the island of Ireland, the Irish diaspora overseas, as well as other interested listeners at home and abroad.
- Its website, social-media and SMS services that operate in connection with Radio Maria Ireland's operation.
- To enhance and improve its online and social-media services (and future DAB, cable and satellite radio services).
- To establish and maintain archives and libraries containing materials relevant to Radio Maria Ireland's services, listeners and supporters.
- To provide outside broadcasting services that assist in bringing Radio Maria Ireland into dioceses, parishes and communities across Ireland.

Inquiries about this Data Protection Policy should be made to:

Station Co-ordinator
Radio Maria Ireland,
Unit 8,
St Anthony's Business Park,
Ballymount Road,
Dublin 22.

Email: info@radiomaria.ie