



Ring of Kerry Charity Cycle CLG

Allman House, 19/20 Allmans Terrace, Rock Road, Killarney, V93 WY49, Co. Kerry.
Email: office@rokcc.ie www.ringofkerrycycle.ie

Data Protection / Privacy Policy

The Ring of Kerry Charity Cycle CLG (the "ROKCC") is a company limited by guarantee registered at Allman House, 19/20 Allmans Terrace, Rock Road, Killarney Co. Kerry V93 WY49. The ROKCC is committed to keeping your information secure and managing it in accordance with our legal responsibilities under privacy and data protection laws where we operate.

This Data Protection / Privacy Policy provides information about how we process personal information through our website, via Njuko.com, our registration partner (Njuko.com is a product of the company Njuko SAS, registered in the Register of Commerce and Companies of Bayonne since March 30, 2012 and are based in Bidart in the Pyrénées Atlantiques (64) SIRET number is 750 866 675 00010 and declared to the CNIL under number 2010350), and iDonate Ltd, (registered in Dublin # 533426) our online fundraising partner.

You should be aware that each time you visit and browse through the ROKCC website (<http://www.ringofkerrycycle.ie/>) we may retain statistical and other analytical information collected on an aggregate and non-individual specific basis. The statistical and analytical information we collect provides us with general and not individually specific information about the number of people who visit the website, the number of people who return to the Website, the pages that they visit, where they were before they came to the website and the page on the website at which they exited. This information helps us monitor traffic on our website so that we can manage the website's capacity and efficiency.

1. What information is being collected?

When you register for an event organised by the ROKCC we will collect personal information about you through our online registration platform provided by Njuko.com an EU based General Data Protection Regulation ("GDPR") compliant data processor that provides certain eTicketing, data processing and hosting applications and platforms to the ROKCC. Details of personal information collected are as follows:

- i. Your personal details i.e., name, home and/or delivery address, email address, phone number, gender, date of birth and size if applicable for merchandise fulfilment.
- ii. As part of the event registration process, we may also collect medical certification as to your fitness to participate in the ROKCC event, where that is appropriate to the event being organised.
- iii. We may also collect your emergency contact details i.e., name, phone number and relationship to you where that is applicable for the event being organised.
- iv. Your credit/debit card details are also collected to facilitate transaction completion and such details are protected by a secure server software that encrypts financial information provided online. It prevents anyone (including the ROKCC) reading your personal and sensitive information while your registration is being processed or thereafter.
- v. If your voluntary donation is eligible for tax relief, we may subsequently ask you to complete the relevant Revenue form (CHY4 Annual Certification) to ensure that the ROKCC claims the associated tax refund.





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- vi. On the day of the cycle, you may be photographed or filmed completing the cycle. ROKCC uses this material to promote the event.

2. Sensitive categories of data:

If you are injured during the cycle, data regarding your health may be recorded by ROKCC medical volunteers in an incident report form. This data is obtained to arrange appropriate medical treatment and for health and safety and insurance purposes.

3. How information is used:

Your personal information will be used to:

- i. Process your registration, donation or merchandise fulfilment and provide e-ticket, receipts, and confirmations.
- ii. Allow you activate your online iDonate fundraising page and record your event progress, where that is applicable for the event being organised.
- iii. Provide you with important information about the ROKCC event (e.g., bike tag collection, terms & conditions, start /finish information).
- iv. Confirm your identity when you make enquiries about your registration, purchases, or donation.
- v. Provide you with information on how your donation is used.
- vi. Obtain tax relief on your donation.
- vii. Provide health care professionals and emergency services with your personal information in case of emergency.
- viii. Communicate with you about the work that the ROKCC and its beneficiary charities are undertaking.
- ix. Address any queries, feedback, or complaints you may have raised.
- x. Provide a refund of registration fees, donations, and merchandise purchases in certain exceptional circumstances.
- xi. Gather information for internal ROKCC analytical purposes.
- xii. Provide summary non individualised demographic information to existing and future sponsors, as well as for use in promotional material.
- xiii. We may also disclose your personal information to our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise, or defense of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

4. With whom will we share your personal information?

The ROKCC may share your personal data with a limited number of third parties. The ROKCC undertakes to only share relevant personal data with such third parties, where that is absolutely necessary. In particular no unnecessary personal data is shared, for example date of birth, medical certifications and incident reports are only shared in the case of a medical emergency and only then, to appropriately qualified medical personnel. Likewise, debit / credit card numbers are never shared and only Njuko.com has access to this data to facilitate transaction completion.

We share your personal data with third parties for the following reasons:





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#	Third Party	Reason
1.	Njuko.com	To facilitate event registration
2.	iDonate Limited	To facilitate online fundraising & event progress
3.	Stripe Ireland	To facilitate settlement by debit / credit card
4.	Run My Event Limited	To facilitate merchandise fulfilment
5	Various Charity beneficiaries	To support your fundraising efforts and merchandise fulfilment
6.	Various Corporate partners	To confirm corporate participants and facilitate matched funding of donations
7.	Medical personnel	Only in the case of medical emergency
8.	ROKCC volunteers	To facilitate return of lost property or to help in case of an emergency such that your personal data is critical to your safety and wellbeing.
9.	Insurers & other professional advisors	For the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise, or defense of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

Njuko.com, in their role as data processor on behalf of the ROKCC have undertaken to comply at all times with Data Protection Law including the GDPR. Furthermore, Njuko.com are expressly prohibited from selling, transferring, disclosing or otherwise allowing access to any ROKCC registration data to any party other than to its own employees to whom disclosure of data is necessary for the provision of contractual services to the ROKCC.

5. Security:

We use reasonable organisational, technical and administrative measures to protect personal information within the ROKCC. Unfortunately, no website, or online data services is guaranteed to be 100% secure and the ROKCC cannot be held responsible for unauthorised, fraudulent or unintended access that is beyond our control. If you have reason to believe that your interaction with us is no longer secure or your information has been compromised, please contact us immediately at office@rokcc.ie

6. Retention Period:

We will retain personal information for a period of 18 months from the date of the ROKCC event in which you last participated, unless a longer retention period is required or permitted by law. This 18-month period currently coincides with reporting requirements under the ROKCC insurance coverages and should that period be extended by insurance providers then the ROKCC reserves the right to extend the retention period accordingly.

7. How to exercise your information rights:

You have the right to:

- Find out if we use your information, access your information, and receive copies of the information that we have about you.
- Request that the information we have about you is corrected and/or updated as necessary.





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- iii. Object to particular uses of your personal data (please note that this may have an impact on the services we can provide to you).
- iv. Have your data deleted or have its use restricted, under certain circumstances.
- v. Obtain a copy of certain data processed by automated means, which can be transferred to another provider ('data portability'). Please note that the extent of portability depends on what is technically feasible.
- vi. Withdraw consent at any time, where any processing is based on consent. If you withdraw your consent, it will not affect the data processing that was done beforehand.

We are obliged to respond to requests without undue delay and we seek to respond within one month. If we are unable to deal with your request fully within one month (e.g., because we have a large volume of requests) we may extend the period to three months, and we will explain the reasons why. Please note that we may request proof of your identity before we respond to a request from you.

If you make your request electronically, we will, where possible, provide the relevant information electronically unless you ask us otherwise. You have the right to complain to the Data Protection Commission at the Office of the Data Protection Commissioner at:

Telephone: +353 (0)761 104 800 or

Lo Call Number 1890 252 231

Fax: +353 57 868 4757

E-mail: info@dataprotection.ie

Postal Address:

Data Protection Commission,
Canal House,
Station Road,
Portarlington,
Co. Laois. R32 AP23

8. What are Cookies?

Cookies are text files containing small amounts of information that are downloaded to your device when you visit our website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that Cookie. Cookies are useful because they allow a website to recognise a user's device.

This website uses cookies to improve your experience while you navigate through the website. Out of these, the cookies that are categorized as necessary are stored on your browser as they are essential for the working of basic functionalities of the website. We also use third-party cookies that help us analyse and understand how you use this website. These cookies will be stored in your browser only with your consent. You also have the option to opt-out of these cookies. But opting out of some of these cookies may affect your browsing experience.





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What types of Cookies may be used?

i. **Strictly Necessary cookies:**

Necessary cookies help make a website usable by enabling basic functions like page navigation and access to secure areas of the website. The website cannot function properly without these cookies.

ii. **Preference cookies:**

Preference cookies enable a website to remember information that changes the way the website behaves or looks, like your preferred language or the region that you are in. *We currently do not use cookies of this type.*

iii. **Statistical cookies:**

Statistic cookies help website owners to understand how visitors interact with websites by collecting and reporting information anonymously. Google Cookies are Third Party cookies controlled by Google and can be accessed by the ROKCC. For information about Google cookies, see: <https://policies.google.com/technologies/cookies>. Google Analytics is a Third-Party Performance cookie, it's essential for the service, it's used to collect information on how the website is used. See more information about Google Analytics at:

<https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage?hl=en>

iv. **Marketing cookies:**

Marketing cookies are used to track visitors across websites. The intention is to display ads that are relevant and engaging for the individual user and thereby more valuable for publishers and third-party advertisers.

v. **Unclassified cookies:**

Unclassified cookies are cookies that we are in the process of classifying, together with the providers of individual cookies. *We currently do not use cookies of this type.*

9. Will the Cookies be used for any other purposes than those stated above?

The Cookies will not be used for any purpose other than the ones stated above, notwithstanding that this Cookie Policy may change from time to time. As such it is your duty to ensure that you have read the most up to date Cookie Policy whenever you use our services or visit our website.

10. How can consent be withdrawn to Cookies collection?

You can control and/or delete cookies as you wish – for details, see 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 website, and some services and functionalities may not work.

Should you wish to opt out of Google Analytics 4, in particular, please visit the Google Analytics 4 opt-out page <https://tools.google.com/dlpage/gaoptout/>.





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Please note that by blocking Cookies, you may not be able to use the full functionality of this website, in particular the use of the booking engine to complete a registration.

11. Your right to privacy?

We respect your right to privacy. Any personal information which you provide on this website will be treated with the appropriate standards of security and confidentiality and in accordance with the General Data Protection Regulation 2016/679 and associated national legislation.

If, after supplying personal information, you require a copy of it or you wish to discuss, correct or delete it, please contact us. See our Privacy Policy above for further details.

12. Policy Modifications

We reserve the right to change this Policy at any time and to publish changes without specific notification to the users of the website.

13. How to contact us:

If you have any questions about this Data Protection Policy, or if you wish to exercise any of your data rights, please email us at office@rokcc.ie or write to Privacy Officer, Ring of Kerry Charity Cycle CLG, Allman House, 19/20 Allmans Terrace, Rock Road, Killarney Co. Kerry, V93 WY49

We will update this Privacy Notice from time to time. Any changes will be made available on this page and, where appropriate, notified to you by e-mail.

Version 2024.01 : 28-Nov-23 at 6:45 pm

Version 2024.02 : 29-Nov-23 at 8:00 pm

