

GDPR NOTICE FOR CLIENTS

Introduction:

The Irish National Accreditation Board (INAB) is the national body with responsibility for the accreditation of laboratories, certification bodies and inspection bodies. It provides accreditation in accordance with the relevant International Organisation for Standardisation ISO 17000 series of standards and guides.

It is the statutory body responsible for Good Laboratory Practice (GLP) and is the competent body for EMAS (European Eco-Management and Audit Scheme).

INAB was established in 1985 and is a Committee of the Health and Safety Authority under the Industrial Development (Dissolution of Forfas) Act 2014. The Health and Safety Authority (HSA) has overall responsibility for the administration and enforcement of health and safety at work in Ireland.

In January 2010, the European Commission was notified by the Department of Enterprise, Trade and Employment (now DBEI) that INAB is the sole accreditation body for Ireland in line with regulation EC/765/2008.

As part of our role as the National Accreditation body, we gather personal data from time to time through on site assessments, when you contact us by phone or attend one of our events. The security of your data is a priority and we are committed to respecting your privacy rights. We will handle your data fairly and legally at all times. We will also be transparent about what data we collect about you and how we use it. We are registered with the data protection commissioner and our in-house Data Protection Officer is Ms. Marie Manning and can be contacted at dpo@hsa.ie

INAB currently collects data from you in a number of ways:

- Our CRM (Customer Relationship Management IT system) will retain information on the main contacts for your organisation. This will normally be name, email address, postal address of the applicant / accredited organisation, business phone number.
- The assessment teams will collect data during on site assessments as required to demonstrate sufficient assessment has occurred. This is normally restricted to names of individuals as it applies to the assessment activities on site.
- INAB also distributes a newsletter to those potentially interested in receiving information on our accredited services.

How we use your data:

We use your contact information as a means to deliver the accreditation service. This includes organising assessment events, documenting the outcome of the events and follow up on closure of any issues / queries raised during the assessment. Your contact information will also be placed on our website for the purposes of the INAB public directory of accredited organisations.

Information in relation to the newsletter circulation is retained purely for the purposes of sending the ongoing information on accreditation to you as a potential stakeholder for the accreditation service. You may opt out of the circulation list of the newsletter at any point by emailing inab@inab.ie

Who does INAB share its data with?

Any data obtained during on site assessments is retained by INAB and is not shared with any third party organisation without your expressed permission. In the case of financial data, the CRM system does not hold any financial data, however your invoicing and payments are managed by a third party organisation. This organisation has also provided the HAS/INAB with a data privacy statement on how it complies with the GDPR regulations.

The distribution of our newsletter is managed by a third party organisation and they will hold your name and address solely for the purposes of circulation of the newsletter. This organisation has also provided the HAS/INAB with a data privacy statement on how it complies with the GDPR regulations. You may also opt out of the newspaper circulation at any point by emailing INAB at inab@inab.ie

How long we hold your data for:

Information retained during the course of assessments will be retained for a period of 10 years. Records will be disposed of after this time.

In terms of CRM information this is retained for as long as we continue to interact with you as an applicant / accredited organisation. If we cease this arrangement we will dispose of your records after a period of ten years.

With our newsletter, we will retain your information as long as you continue to receive a copy of the newsletter. You also have the option to opt out of this subscription at any time. Please contact inab@inab.ie if this is the case. We will dispose of any personal information at this stage.

Your legal rights relating to your data:

You have the following rights in relation to data collected on this site:

- the right to ask what personal data that we hold about you at any time;
- the right to ask us to update and correct any out-of-date or incorrect personal data that we hold about you free of charge; and
- the right to have any personal data about you deleted.

If you wish to exercise any of the above rights, please email your request to our data protection officer, Ms Marie Manning at dpo@hsa.ie