

**\*\*Data Protection and GDPR Compliance document for (The Osteopathic Council of Ireland)\*\***

**\*Prepared by: The Osteopathic Council of Ireland \***

- **\*Date: \***

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## **\*\*Introduction\*\***

The Osteopathic Council of Ireland is committed to ensuring the privacy and protection of personal data in accordance with the General Data Protection Regulation (GDPR) and other relevant data protection laws. This document outlines our approach to data protection and compliance with GDPR regulations, particularly in relation to the use of Fresha booking software and its data storage policies in Europe.

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## **\*\*1. Data Protection Principles\*\***

The Osteopathic Council of Ireland adheres to the following principles when processing personal data:

1. Lawfulness, fairness, and transparency.
2. Purpose limitation: Personal data is collected for specified, explicit, and legitimate purposes.
3. Data minimization: Only necessary data is collected for the intended purposes.
4. Accuracy: Personal data is accurate and kept up to date.
5. Storage limitation: Personal data is kept in a form which permits identification for no longer than necessary.
6. Integrity and confidentiality: Personal data is processed securely and protected against unauthorized or unlawful processing.

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## **\*\*2. Use of Membership Database\*\***

The Osteopathic Council of Ireland WordPress to manage members information. This is either collected via

email or in person prior to membership start time.

The Osteopathic Council of Ireland/WordPress is committed to GDPR compliance and stores data in European data centres to ensure adherence to European data protection standards.

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### **\*\*3. Data Collection and Processing\*\***

The Osteopathic Council of Ireland collects and processes personal data for the following purposes:

- Managing members membership.
  - Providing tailored services to members.
  - Communication with members regarding membership, and updates.
  - Internal record keeping and analysis for business improvement purposes.
  - To ensure that all RELEVANT information is collected in relation to treatment, as advised by The Osteopathic Council of Ireland. If the information is not provided, treatment may not be possible.
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### **\*\*4. Legal Basis for Data Processing\*\***

The Osteopathic Council of Ireland processes personal data based on one or more of the following legal bases:

- The data subject has given consent to the processing of their personal data for one or more specific purposes.
  - Processing is necessary for the performance/safety of a treatment with the data subject or to take steps at the request of the data subject prior to entering a contract.
  - Processing is necessary for compliance with a legal obligation to which The Osteopathic Council of Ireland is subject.
  - Processing is necessary for the purposes of the legitimate interests pursued by The Osteopathic Council of Ireland or by a third party, e.g. Legal cases etc.
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## **\*\*5. Data Security Measures\*\***

The Osteopathic Council of Ireland implements appropriate technical and organizational measures to ensure the security of personal data, including:

- Access controls to limit access to personal data to authorized personnel only.
- Encryption of personal data in transit and at rest. As per WordPress policies available on this website.

<https://sucuri.net/guides/wordpress-security/>

- Regular security assessments and audits to identify and address vulnerabilities.

## **How secure is our patient's data?**

Using WordPress, security is taken very seriously. Your data is your data (not ours) and will not be shared with anyone or any third parties. All user data is securely backed-up on WordPress's encrypted cloud database, the system uses SSL security and hardware has top of the range firewalls.

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## **\*\*6. Data Subject Rights\*\***

The Osteopathic Council of Ireland respects the rights of data subjects under GDPR, including:

- The right to be informed about the collection and use of their personal data.
  - The right of access to their personal data.
  - The right to rectification of inaccurate or incomplete personal data.
  - The right to erasure of personal data ("right to be forgotten") under certain circumstances.
  - The right to restrict processing of personal data.
  - The right to data portability.
  - The right to object to processing of personal data.
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## **\*\*7. Data Breach Response\*\***

In the event of a data breach involving personal data, The Osteopathic Council of Ireland will:

- Assess the severity and impact of the breach.
- Notify the relevant supervisory authority the Data Protection commission (DPC) within 72 hours of becoming aware of the breach, unless the breach is unlikely to result in a risk to the rights and freedoms of data subjects.
- Notify affected data subjects without undue delay if the breach is likely to result in a high risk to their rights and freedoms.

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## **\*\*Conclusion\*\***

The Osteopathic Council of Ireland is committed to protecting the privacy and security of personal data in compliance with GDPR and other applicable data protection laws. Our use of WordPress software, coupled with our internal data protection measures, ensures that personal data is handled responsibly and in accordance with legal requirements.

For further information or inquiries regarding our data protection practices, please contact

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