







	processed by us, how we use your Personal Data and your rights in relation to your Personal Data. We comply with this by way of this Notice.
<b>Right of Access</b>	<ul style="list-style-type: none"> <li>You have the right to request a copy of the Personal Data held by us about you.</li> <li>We will only charge you for making such an access request where we feel your request is unjustified or excessive.</li> </ul>
<b>Right to Rectification</b>	<ul style="list-style-type: none"> <li>You have the right to request that we amend any inaccurate Personal Data that we have about you.</li> </ul>
<b>Right to Erasure</b>	<ul style="list-style-type: none"> <li>You have the right to ask us to erase your Personal Data where:             <ol style="list-style-type: none"> <li>it is no longer necessary to perform your contract with us;</li> <li>you object to the processing and we have no overriding legitimate grounds;</li> <li>your Personal Data has been unlawfully processed; or</li> <li>it must be erased to comply with a legal obligation.</li> </ol> </li> </ul>
<b>Right to Restriction of Processing</b>	<ul style="list-style-type: none"> <li>You have the right to ask us to restrict processing your Personal Data in the following situations:             <ol style="list-style-type: none"> <li>where you contest the accuracy of your Personal Data;</li> <li>where the processing is unlawful and you do not want us to delete your Personal Data; or</li> <li>where we no longer need your Personal Data for the purposes of processing but you require the data in relation to a legal claim.</li> </ol> </li> <li>When you exercise this right we may only store your Personal Data.</li> <li>We may not further process the data unless you consent or the processing is necessary in relation to a legal claim or to protect the rights of another person or legal person or for reasons of important public interest.</li> <li>We will inform you before the processing restriction is lifted.</li> </ul>
<b>Right to Data Portability</b>	<ul style="list-style-type: none"> <li>You may request us to provide you with your Personal Data which you have given us, in a structured, commonly used and machine-readable format and you may request us to transmit your Personal Data directly to another controller, where this is technically feasible. This right only arises where:             <ol style="list-style-type: none"> <li>we process your Personal Data on the legal basis that it is necessary to perform our contract with you; <b>and</b></li> <li>the processing is carried out by automated means.</li> </ol> </li> </ul>

You can exercise any of these rights by submitting a request to **the Data Protection Officer, SOLAS, Castleforbes House, Dublin 1**. We will provide you with information on any action taken upon your request in relation to any of these rights without undue delay and at the latest within one month of receiving your request. We may extend this by up to 2 months if necessary, however we will inform you if this arises.

You have the right to lodge a complaint with the Office of the Data Protection Commissioner with regards to our processing of your Personal Data.

## 6. CHANGES TO THIS NOTICE

We may amend this Notice from time to time, in whole or part, at our sole discretion. Any changes to this Notice will be posted on the SOLAS CSCS/QSCS website - <http://www.solas.ie/Pages/CSCS.aspx>

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this Notice, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail, and you will have a choice as to whether or not we use your information in the new manner.

## 7. CONTACT US

If you have questions or concerns about this Notice, please contact the SOLAS Data Protection Officer at SOLAS Data Protection Officer, SOLAS, Castleforbes House, Dublin 1.





