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|  **Bat Conservation Ireland Ltd** **Data Protection Statement** |

**Purpose of this statement**This policy is a statement of Bat Conservation Ireland Ltd’s commitment to protect the rights and privacy of individuals in accordance with the Data Protection Acts.

Bat Conservation Ireland Ltd is firmly committed to ensuring personal privacy and compliance with the Data Protection Acts, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection. We shall perform our responsibilities under the Data Protection Acts in accordance with the following eight Data Protection principles:

1. **Obtain and process information fairly**We shall obtain and process your personal data fairly and in accordance with statutory and other legal obligations.
2. **Keep it only for one or more specified, explicit and lawful purposes**We shall keep personal data for purposes that are specific, lawful and clearly stated and personal data will only be processed in a manner compatible with these purposes.
3. **Use and disclose only in ways compatible with these purposes**We shall use and disclose personal data only in circumstances that are necessary for the purposes for which we collected the data.
4. **Keep it safe and secure**We shall take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of personal data and against its accidental loss or destruction.
5. **Keep it accurate, complete and up-to-date**We adopt procedures that ensure high levels of data accuracy, completeness and that data is up-to-date.
6. **Ensure it is adequate, relevant and not excessive**We shall only hold personal data to the extent that it is adequate, relevant and not excessive.
7. **Retain for no longer than is necessary**We shall retain personal data for no longer than is necessary
8. **Give a copy of his/ her personal data to that individual, on request**We adopt procedures to ensure that data subjects can exercise their rights under the Data Protection legislation to access their data.