

## InsTech.ie Website Privacy Notice

The [www.InsTech.ie](http://www.InsTech.ie) website is operated by InsTech Hub Ireland Company Limited By Guarantee, company number 707042, (“**InsTech.ie**”, “**we**”, “**our**” and “**us**”). This Privacy Notice (“**Notice**”) sets out the basis on which we use, process, store or disclose the personal data we collect when you use our website and our survey tools, and/or register or attend our events. The personal data provided by you will be held by InsTech.ie as a controller.

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### What personal data do we collect?

InsTech.ie collects and processes the following personal data about you:

| Personal Data                   | Details  |
|---------------------------------|--|
| <b>Contact and Query Data</b>   | You may choose to give us your personal data, such as your name, e-mail address, job title, company/employer details and other details relating to you when you interact with us (e.g. by subscribing to our mailing list, registering to attend an event or providing information or feedback through other means) or by e-mailing <a href="mailto:hello@instech.ie">hello@instech.ie</a> . |
| <b>Survey Data</b>              | You may choose to give us your personal data when you voluntarily respond to surveys we are carrying out.  |
| <b>Photographs &amp; Videos</b> | We may take your photograph or video at InsTech.ie events. If you do not want to be photographed or videoed at one of our events, please contact us directly.  |

## How and why do we collect your personal data?

The reasons why (“**Legal Basis**”) and how (“**Purposes**”) InsTech.ie processes your personal data on our website are explained below:

| Legal Basis                  | Purposes   |
|------------------------------|--|
| <b>Contractual Necessity</b> | <p>It is necessary to process your personal data to enter into and perform our contract with you, in particular:</p> <ul style="list-style-type: none"> <li>• To provide you with access to InsTech.ie; and</li> <li>• To provide you with access to our webinars or events (where you register to attend one).</li> </ul>   |
| <b>Legitimate Interests</b>  | <p>It is necessary to collect and process your personal data for the purpose of pursuing our legitimate business interests. The specific purposes of our pursuing our legitimate business interests are detailed below.</p> <p><b>Queries or Requests:</b><br/>We will process your personal data to assess and respond to your website interactions with us. For example, when you:</p> <ul style="list-style-type: none"> <li>• e-mail a query or request to <a href="mailto:hello@instech.ie">hello@instech.ie</a>; and</li> <li>• register your interest in attending one of our webinars or events.</li> </ul> <p><b>Events:</b><br/>We will process your personal data to invite you to events and where we ask for your feedback after an event.</p> <p><b>Surveys:</b><br/>Where you have provided information through one of our surveys or interviews, InsTech.ie processes your data so that we can:</p> <ul style="list-style-type: none"> <li>• produce industry reports;</li> <li>• produce reports for your company, and help identify opportunities; and</li> <li>• improve our events and services based on feedback.</li> </ul> <p><b>Photography and Videography:</b><br/>We use photographs from our events to promote InsTech.ie on our website, and on social media platforms such as LinkedIn.</p> <p><b>Important:</b> when we process your personal data based on our legitimate interests, we make sure to consider and balance any potential impact on you and your data protection rights. We will not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted by law).</p> <p>You have certain rights when we process your personal data on this basis, such as the <b>right to object</b>. For more information on exercising this right please see "What are your data protection rights?" below.</p> |

|                |   |
|----------------|---|
| <b>Consent</b> | <p>We will process your personal data where you have given us consent to do so by 'opting in' to receiving marketing communications from us.</p> <p><b>Marketing:</b><br/>We will process your personal data for marketing purposes when you opt-in to receive communications:</p> <ul style="list-style-type: none"> <li>• when you choose to receive our marketing communications (e.g. our monthly newsletter) or when you subscribe to our mailing lists;</li> <li>• to contact you with updates on the Insurtech sector and related sectors;</li> <li>• to contact you about our services that you can avail of; and</li> <li>• to contact you with special offers or discounts on other products and services we think you might like.</li> </ul> <p>You have the right to withdraw your consent to our processing of your personal data at any time. For more information on exercising this right please see the "Marketing" section below.</p> |
|----------------|---|

### Sharing of your personal data

Depending on our reasons for processing your personal data, InsTech.ie will share it with some or all of the following recipients:

- event organisers or hosts,

### How do we store your data?

Generally, your Personal Data will not be retained for long periods of time and, in most instances, it will be kept in line with the retention periods set out below:

| Personal Data                   | Retention Period   |
|---------------------------------|--|
| <b>Contact and Query Data</b>   | <p><b>[Queries/requests]:</b> the length of time it takes to address or conclude your query or request and, in some cases, a reasonable period of time after that to allow for follow-up actions;</p> <p><b>Event details:</b> the length of time until the event take places plus a reasonable period of time afterwards; and/or</p> <p><b>Marketing details:</b> generally, 12 months from last contact but this period may be longer or shorter depending on whether you unsubscribe;</p> <p><b>Legal claims:</b> the length of time it takes to establish, exercise or defend a claim plus a reasonable period of time after that to allow for follow-up actions; and/or</p> <p><b>Legal obligation compliance:</b> the period specified by the legislation (if any) or a reasonable period of time to demonstrate compliance with the legal obligation.</p> |
| <b>Survey Data</b>              | 24 months from completion of survey  |
| <b>Photographs &amp; Videos</b> | As we use photographs and videos for promotional purposes these will be kept for as long as they are relevant, however you can request that we remove any image or video at any stage by emailing <a href="mailto:hello@instech.ie">hello@instech.ie</a>   |

## Marketing

InsTech.ie would like to send you information about services, events, and activities of ours that we think you might like.

If you consented to receive this marketing, you may always withdraw your consent by opting out at a later date.

You have the right at any time to object to InsTech.ie contacting you for marketing purposes.

All our marketing emails include a link to unsubscribe from future marketing.

## What are your data protection rights?

InsTech.ie would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request InsTech.ie for copies of your personal data.

**The right to rectification** – You have the right to request that InsTech.ie correct any information you believe is inaccurate. You also have the right to request InsTech.ie to complete information you believe is incomplete.

**The right to erasure** – You have the right to request that InsTech.ie erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that InsTech.ie restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to InsTech.ie's processing of your personal data, where we rely on our legitimate business interests to process such data. You can request that we stop processing your personal data, and we will do so, unless we can demonstrate compelling legitimate grounds to continue processing your personal data or if we need your personal data in connection with any legal claims.

**The right to data portability** - You have the right to request that InsTech.ie transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [hello@instech.ie](mailto:hello@instech.ie) or contact us by post at: InsTech Hub Ireland, 5 Harbourmaster Place, IFSC, Dublin 1.

## Third party websites

The InsTech.ie website contains links to other websites, as do some of our emails. Our Notice applies only to our website, so if you click on a link to another website, you should read their privacy/data protection notice. We are not responsible for the privacy/data protection notices or practices of any third party website or resources.

## Changes to this Notice

InsTech.ie will update this Notice from time to time so please check this page for the current version.

This policy was last updated on **23 March 2023**.

## How to contact us

Email us at: [hello@instech.ie](mailto:hello@instech.ie)

Or write to us at: Instech.ie, 5 Harbourmaster Place, IFSC, Dublin 1.

## Complaints

If you are unhappy with how we have handled your personal data, and wish to complain please contact us using the details above. If you are unhappy with the response you receive from us in relation to your complaint you can contact the Data Protection Commission:

By post: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28

By phone: 01 7650100 / 1800 437 737

By email: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Website: <http://www.dataprotection.ie/>