

## **Data Protection Policy**

### **Introduction**

Data Protection is about your fundamental right to privacy and your right to access and correct data about yourself. This document outlines RTÉ's policy to help ensure that we comply with the Data Protection Acts 1988 and 2003 that govern the collection, processing, retention, use and disclosure of information relating to individuals.

### **Data Protection Principles**

RTÉ shall perform its responsibilities under the Data Protection Acts in accordance with eight Data Protection principles. They are:

1. Obtain and process information fairly
2. Keep it only for specified, explicit and lawful purposes
3. Use and disclose data only in ways compatible with these purposes.
4. Keep data safe and secure
5. Keep data accurate, complete and up-to-date
6. Ensure that data is adequate, relevant and not excessive
7. Retain data for no longer than necessary for the purpose(s) for which it is acquired.
8. Give a copy of his/ her personal data to the relevant individual, on request

### **Responsibility**

RTÉ requires all employees to comply with the Data Protection Policy. Failure to do so, e.g. unauthorised, inappropriate or excessive disclosure of or obtaining information about individuals, will be regarded as a breach of this policy and will be dealt with in accordance with RTÉ's Disciplinary Policy. If an employee is in a position to deal with personal information about other employees, he or she will be given separate guidance on his or her obligations, and must ask if he or she is unsure.

### **We collect and use information to provide the following services:**

- A national television and sound broadcasting service which shall have the character of a public service, be a free-to-air service and be made available, in so far as it is reasonably practicable, to the whole community on the island of Ireland.
- Website and teletext services in connection with the services of RTE
- To enhance or improve your experience on our website.
- To provide you with online services. Each service has different information requirements. Therefore the information we need, and what it is needed for, can differ. For full details please refer to the terms and conditions for each service.

- To establish and maintain orchestras, choirs and other cultural performing groups in connection with the services of RTE.
- To establish and maintain archives and libraries containing materials relevant to the services of RTÉ.
- A television broadcasting service and a sound broadcasting service which shall have the character of a public service, which services shall be made available, in so far as RTE ' considers reasonably practicable, to Irish communities outside the island of Ireland.
- To assist and co-operate with the relevant public bodies in preparation for, and execution of, the dissemination of relevant information to the public in the event of a major emergency.
- Community, local, or regional broadcasting services, which have the character of a public service, and be available free-to-air (subject to the relevant consents etc).
- Non-broadcast non-linear audio-visual media services which shall have the character of a public broadcasting service (subject to the relevant consents etc).
- Operation of one or more national multiplexes
- Exploitation of such commercial opportunities as may arise in pursuit of the services outlined above.

This policy was approved by the RTÉ Board, November 2009.

Inquiries about this Data Protection Policy should be made to Data Protection Officer, RTÉ, Donnybrook, Dublin 4.