



Wexford Ancestry – GDPR Policy

Document Title: GDPR (General Data Protection Regulation) Policy
Organisation: Wexford Ancestry CLG
Approved By: Board of Directors
Version: 1.0

This policy applies to both **Wexford Ancestry CLG** (trading as **Wexford Ancestry & Heritage**) and **Wexford Ancestry Services**. It covers all directors, partners, staff, contractors, and volunteers engaged in the work of either entity.

This policy applies to all activities of **Wexford Ancestry CLG (trading as Wexford Ancestry & Heritage)** and **Wexford Ancestry Services**, including any projects, events, or commissioned work undertaken by or on behalf of either organisation.

Effective Date: 5th November 2025 Last Reviewed: 5th November 2025

Approved by: [Helen Brady, Chairperson on behalf of the Board of Directors](#)
Reviewed by: [Eddie Banville, Chief Executive Officer](#)

For and on behalf of Wexford Ancestry CLG and Wexford Ancestry Services

Recorded by: [Margot Banville Hogan, Company Secretary](#)

Date: 5th November 2025

Contact: wexfordancestry@gmail.com

1. Purpose and Scope

This GDPR Policy sets out how Wexford Ancestry CLG and Wexford Ancestry Services collect, use, store, and protect personal data in accordance with the EU General Data Protection Regulation (Regulation (EU) 2016/679) and the Irish Data Protection Acts 1988–2018. The policy applies to all partners, staff, and volunteers of Wexford Ancestry CLG and Wexford Ancestry Services.



2. Our Commitment to Data Protection

We ensure that all personal data are processed lawfully, fairly, and transparently; collected for specific purposes; limited to what is necessary; accurate and up to date; stored only as long as necessary; and handled securely.

3. Lawful Bases for Processing

We process personal data only when there is a lawful basis: Consent, Contract, Legal Obligation, Legitimate Interests, or Archival/Historical Research Purposes.

4. Categories of Data We Process

We may collect contact details, genealogical and family information, financial details, and digital correspondence. Sensitive data are only processed with explicit consent.

5. How We Collect Data

Data may be collected directly from clients, through commissioned research, from public archives, or via partner organisations under data-sharing agreements.

6. Data Sharing and Third Parties

We share data only when necessary, with trusted researchers, contractors, or partner organisations under confidentiality agreements. We do not sell personal data.

7. Data Retention

Personal data are retained only as long as necessary. Client files are normally kept for up to 7 years. Historical and genealogical data forming part of archival records may be retained indefinitely for research purposes.



8. Data Security

We use password protection, encryption, secure backups, and restricted access to safeguard all personal data.

9. Data Subject Rights

Individuals have the right to access, rectify, erase, restrict, and port their data; object to processing; and withdraw consent. Requests should be submitted to wexfordancestry@gmail.com within 30 days.

10. Cookies and Website Data

Our website may use cookies to enhance user experience and analyse traffic. Visitors can control cookies via their browser settings.

11. Data Breaches

In the event of a data breach, we will assess and contain the breach, notify the Data Protection Commission within 72 hours if required, and inform affected individuals if necessary.

12. Data Protection Officer (DPO)

A Data Protection Lead is designated to oversee compliance.

Data Protection Lead: [Eddie Banville](#)

Email: wexfordancestry@gmail.com

13. Policy Review

This policy is reviewed annually or when relevant legislation changes. Updates are published on our website.



14. Contact and Complaints

For questions or complaints, contact wexfordancestry@gmail.com If unresolved, individuals may contact the Data Protection Commission at www.dataprotection.ie.

15. Approval & Signature

This GDPR Policy has been approved by the Board of Directors of Wexford Ancestry.

Approved by: *Helen Brady*, Chairperson, (on behalf of the Board)

Reviewed by: *Eddie Banville*, Chief Executive Officer

Recorded by: *Margot Banville Hogan*, Company Secretary

for and on behalf of Wexford Ancestry CLG and Wexford Ancestry Services.

Date: 5th November 2025

Wexford Ancestry – Protecting Your Story, Preserving Your Privacy