



Wexford Ancestry – Privacy Policy

Document Title: Privacy 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

Recorded by: [Margot Banville Hogan, Company Secretary](#)
For and on behalf of Wexford Ancestry CLG and Wexford Ancestry Services

Date: 5th November 2025

Contact: wexfordancestry@gmail.com

1. Introduction

Wexford Ancestry CLG and Wexford Ancestry respect your privacy and is committed to protecting your personal data. This Privacy Policy explains how we collect, use, and safeguard your information when you engage our genealogical and social history research services, visit our website, or communicate with us. We comply fully with the EU General Data Protection Regulation (GDPR) and the Irish Data Protection Acts 1988–2018.



2. Who We Are

Wexford Ancestry CLG is a family company, operated by the partners, providing personalised genealogy and family history research services. Our work involves tracing ancestral lines, documenting family stories, and producing historical reports for clients in Ireland and abroad.

Data Controller: Wexford Ancestry CLG
Email: wexfordancestry@gmail.com

3. What Personal Data We Collect

We may collect:

- Your name, contact details, and communication records
- Family and genealogical information you provide
- Payment details for commissioned research
- Data from public archives and historical sources
- Technical data such as IP address and browser type (via cookies or analytics)

4. How We Use Your Data

We process data to:

- Conduct genealogical and social history research
- Communicate with clients about research progress
- Prepare reports and deliver commissioned work
- Manage billing and financial records
- Maintain historical archives for cultural and research purposes

5. Lawful Bases for Processing

We process your data under the following bases:

- Consent
- Contract
- Legal Obligation
- Legitimate Interest
- Archival or Research Purposes

6. How We Store and Protect Your Data



We apply strong security measures including password protection, encryption, and restricted access. Digital files are securely stored within the European Economic Area (EEA) unless otherwise agreed under GDPR safeguards.

7. Data Retention

Personal data are kept only as long as necessary:

- Client files: retained up to 7 years after completion
- Archival research: retained indefinitely for cultural or historical purposes
- Financial records: retained as required by Irish law

8. Sharing Your Data

We share data only when necessary and under confidentiality agreements:

- With trusted researchers or contractors assisting with research
- With secure IT and hosting providers
- With Wexford Ancestry CLG, where relevant to heritage projects (with consent)

We never share data for commercial marketing.

9. Your Rights

You have rights under GDPR to:

- Access your data
- Correct inaccurate data
- Request deletion ('right to be forgotten')
- Restrict or object to processing
- Receive your data in digital form
- Withdraw consent at any time

Requests should be sent to wexfordancestry@gmail.com. We will respond within 30 days.

10. Cookies and Website Analytics

Our website may use cookies to improve performance and collect anonymous usage data. Visitors can manage or disable cookies through their browser settings. Any analytics tools used comply with GDPR.

11. Data Breaches

In the event of a data breach, we will act immediately to contain the issue, notify the Data Protection Commission (DPC) within 72 hours if required, and inform affected individuals where necessary.



12. External Links

Our website may contain links to third-party sites. We are not responsible for their content or privacy practices and advise reviewing their policies before providing any personal data.

13. Updates to This Policy

This Privacy Policy will be reviewed annually or as required by law. The latest version will be published on our website or provided upon request.

14. Contact and Complaints

If you have questions or concerns, please contact wexfordancestry@gmail.com.

If unresolved, you may contact the Data Protection Commission (DPC):

Website: www.dataprotection.ie

15. Approval & Signature

This Privacy 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 Services – Protecting Your Story, Preserving Your Privacy