

## **Data privacy notice**

The Association of Patent and Trade Mark Attorneys (APTMA) is a professional organisation which serves the interests of persons who are members of APTMA and who are engaged in the profession of Patent and/or Trade Mark Attorneys, including Design Registration Attorneys, in Ireland. APTMA strives to improve and elevate the technical and general knowledge of persons in those professions and promotes just and honourable practice in the conduct of business. APTMA takes the protection of any data kept as a matter of great importance. Anyone using the services of APTMA or who is a member of APTMA should be aware of the data privacy policy set out below.

### **What data/information is being collected by APTMA**

In accordance with its rules, the data which APTMA collects on its Members is each Member's contact address and his/her place of business, such information being provided by the Member. This information and the category of membership of the Member is also noted and published on the APTMA website.

The Treasurer also keeps a record of any payments made by a Member to APTMA. Thus, data is primarily captured and processed during transactions with APTMA.

During a transaction where a payment is required, any credit or debit card information entered online is not kept. If payment details are provided via any other form, for example via a telephone call with the Treasurer, the payment details are destroyed after the payment has been processed.

We treat every third party enquiry in the strictest confidence. We will never share your name, details, information or email address with any third party unless requested so to do by the enquirer.

Persons other than APTMA Members may provide information to APTMA when seeking the services of our Members or in relation to investigations or complaints or other matters relating to intellectual property. The Irish Patents Office and other Intellectual Property bodies may contact APTMA on intellectual property matters.

### **Who does APTMA share data with?**

Other than the information set out on its website, APTMA does not share any data about its members or former members with third-parties.

APTMA does not share its correspondence with any third party without the prior approval of that third party or as may be *required by, or under any enactment or by a rule of law, or order of a court*

### **Where does APTMA store its data?**

A list of the members and their e-mail addresses (Membership Directory) is set out on the APTMA website. A member can choose to be anonymous and not be listed in the Membership Directory located on the APTMA website by a written request to the Secretary.

The Minutes of all Meetings and correspondence with the Irish Patents Office or other Intellectual Property bodies are accessible via the website but such access is passcode protected and accessible only by APTMA members.

Third party enquires are not stored and are deleted within 12 months from the date of conclusion of the enquiry.

### **Members and Former Members**

Personal data of current Members will be retained until such time as that Member ceases to be a member whereupon that Member's details will be removed from the current membership list. For historical reasons, the former member's name will remain on the list of all elected members.

### **Rights of members and other persons**

All APTMA Members and those individuals who may have provided personal data during a transaction with APTMA, enjoy data protection rights as set out in the relevant law. Any Member or individual may inquire of APTMA what information it has concerning that person and a response to the inquiry should be made within 30 working days.

Questions or observations on this policy should be addressed to the Secretary at [info@aptma.ie](mailto:info@aptma.ie)