



May 2018

## Re: Privacy Notice for Volunteers Volunteering with Western Care Association Services

Dear Volunteer,

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data. Personal data means information relating to a living individual who is or can be identified from the data that is in possession of the organisation.

The General Data Protection Regulation (GDPR) comes into effect on 25th May 2018 and will replace current data protection laws in the European Union. The GDPR sets out obligations in relation to the obtaining, collecting, recording, organising, storing, retrieving, disclosing, transmitting and retention of personal information.

Being transparent and providing information to individuals about how you use their personal data is a key requirement of the GDPR.

We are required to provide each volunteer (Data Subject), by way of a Privacy Notice, with the following information, to ensure that the processing of your data is fair and transparent.

### What is a Record?

- A record is any form of data which is held or stored manually, mechanically or electronically.

### Why Keep Records?

- Necessary for processing volunteer applications and garda vetting.
- Necessary for the matching process for volunteers.
- To meet our legal requirements to which Western Care Association is subject to.

### Who Can See My Records?

- Volunteer Office Staff.
- The Local Service Manager/Staff where you volunteer.
- HR Department i.e. vetting process.

### What Records does Western Care Keep on you?

These can include a number of different files;-

- **Volunteer Database/Register** is an Electronic Record, *stored on our computer system, with details from your application i.e. your Name, Address, Year of Birth, Contact information, ie. Phone numbers, email addresses, Education and Employment Details, Interests and Hobbies, Volunteering Experience, Availability and Garda Vetting information. We also record the details of the service you are linked to for your volunteer role.*
- **Volunteer File** held in Head Office in Castlebar. This contains: *your application form, references, copy of your garda disclosure certificate, emails and written correspondence and training information.*
- A duplicate copy of this is held in the service where you volunteer – called your **Local Volunteer File**. Additional documents such as your *Role Description, Supervisory File Notes*, are also part of this file.
- **Training Records:** your date of completing the mandatory Adult Safeguarding training is entered on the *Volunteer Database/Register* and noted in your Volunteer File and on your Local Volunteer File. We also inform our Training Department with this record.
- **Archived Records:** Your records are held while you are volunteering and for 7 years from the date you cease. After this date, records will be destroyed.

## How are records released to others outside of Western Care?

- Consent must always be sought in writing from the person prior to releasing records outside of the above.
- There are legal obligations which may in exceptional circumstances require the Association to maintain or share records where the consent of the person is not forthcoming.

These situations are:

- When ordered by a judge in a Court of Law or by a Tribunal established by an Act of the Oireachtas,
- Where it is required by other legislation,
- Where it is necessary to protect a person's welfare or vital interests,
- Where it is urgently required to prevent injury or damage to a person's health.

## Is your Information Held Securely?

- Under the GDPR, we have a legal responsibility to keep personal data safe and secure.
- All files are kept in a secure manner in a filing cabinet in a locked office.
- All electronic information is held on centrally controlled computer server and password protected.

## Data Subject Request

You can request access to your records by submitting a written Data Subject Access Request to the Data Protection Officer, Western Care Association, John Moore Road, Castlebar, enclosing proof of identity, such as a copy of your driving license or passport. Records will be subject to applicable exemptions.

## **Your Individual Rights under the GDPR**

- The right to be forgotten
- The right to restriction of processing
- The right to object to certain processing
- The right to Data Portability
- The right to access your personal data
- Rights in relation to profiling and automated decision making

If you are not satisfied that Western Care Association adhered to its obligations under GDPR you can complain to the Data Protection Authority, Office of the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23. Phone +353 (0761) 104 800 | LoCall 1890 25 22 31

## **Freedom of Information**

The Freedom of Information Act 2014 requires organisations such as Western Care Association to have an open and transparent attitude to the availability of information in relation to its services. It is intended to facilitate public access to information held by Western Care Association which is not routinely available by other means i.e. annual reports, information leaflets and administrative access.

### **Further information;**

**If you would like to discuss anything in this Privacy Notice, please contact the;**

Data Protection Officer  
Western Care Association  
John Moore Road  
Castlebar  
Co. Mayo  
Telephone: 094 90 25133

## DEFINITIONS AND INTERPRETATION

*In this Privacy Notice Leaflet, the following terms shall have the following meanings:*

<b>Privacy Notice</b>	A right to be informed, about the way in which we use, share and store personal information.
<b>Data Protection</b>	When you give your personal details to an organisation or individual, they have a duty to keep these details private and safe. This process is known as data protection.
<b>General Data Protection Regulation</b>	The General Data Protection Regulation (GDPR) comes into effect on 25th May 2018 and will replace current data protection laws in the European Union. The new law requires the organisation to be fully transparent to individuals and be able to demonstrate accountability for all our data processing activities.
<b>Personal Data</b>	Data relating to an individual who is or can be identified, directly or indirectly, either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of a person. It can be anything from a name, address, date of birth.
<b>Processing</b>	Doing anything with data
<b>Legal obligation</b>	The processing is necessary for you to comply with the law
<b>Vital Interests</b>	The processing of personal data is necessary to protect an interest which is essential for the life of the individual
<b>Legitimate interests</b>	The processing of personal data is necessary for the purpose of the genuine interest pursued.
<b>Data Subject</b>	The Data Subject is a living individual to whom personal data relates.
<b>Subject Access Request</b>	It is a written, signed request from an individual to see information held on them. The Data Controller must provide all such information in a readable form within 30 days
<b>Right to be forgotten</b>	The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her if there are no legitimate grounds for the processing
<b>Data Portability</b>	The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit that data to another controller
<b>Profiling &amp; Automated Decision Making</b>	The data subject has the right not to be subject to a decision based solely on automated processing
<b>Third Party</b>	Any legal entity or person who is not the Data Controller
<b>Office of the Data Commissioner</b>	The Government organisation that enforces data protection legislation. The Information Commissioner can issue Enforcement Notices and prosecute Data Controllers.