

## **GDPR – Privacy Notice Volunteering**

The purpose of this Notice : This notice explains how Swords Tidy Towns ( referred to as the “Voluntary Organization” ) will collect and use your personal data. “Personal data” means any information which can be used to identify you as an individual.

The Data Protection Act 2018 and the General Data Protection Regulation require us to provide you with the information below. If you have any questions concerning our collection or use of your personal data, please e-mail [swordstidytowns@gmail.com](mailto:swordstidytowns@gmail.com). The reason you have received this notice is that : You either wish to be a volunteer, or are already involved as volunteer.

If you are already a volunteer, we need to collect personal data so that we can maintain contact and update you with information in relation to the activities of Swords Tidy Towns. There is no obligation to provide personal data and you are not under any obligation to provide us with personal data. However we may not be able to update you in relation to our activities if you do not provide the personal data requested.

### **The categories of personal data we may obtain and use**

Most of the information we will collect and use will be directly provided by you, and you will therefore be aware of what it is : Name: Contact phone number: mobile phone number: email address. We may also post photos of you participating in activities and attending functions relating to Swords Tidy Towns on the Organization’s website [www.swordstidytowns.com](http://www.swordstidytowns.com) and Facebook page.

### **The purposes for which we may use personal data**

We need to keep and process information about you to pursue the legitimate interests of Swords Tidy Towns. Examples of these legitimate interests are: • for administrative purposes • to identify and arrange volunteer opportunities of interest to you • to provide you with relevant information on the Voluntary Organization’s activities. We will not use your data in a way which adversely affects your interests.

### **The legal basis we will rely on when using your data**

Of the permitted legal reasons for “processing” (meaning “using”) your personal data, the following are the ones most likely to be relevant: The legitimate interests of The Voluntary Organization. It will be in the legitimate interests of Swords Tidy Towns to use personal data for a purpose for which it was supplied, and any related purpose in the furtherance of the Voluntary Organization.

**Express consent:** Personal data can be used when we have your express consent to use it.

We will not process externally or share with others any sensitive personal data without your prior consent. (except in a medical or other such emergency) Examples of **sensitive personal data** are: • medical and biometric data • sexual orientation • information relating to your racial or ethnic origin • political opinions • religious or philosophical beliefs • you can withdraw express consent whenever you wish. A legal obligation are: • Checking driving licenses in order to comply with our insurance policy.

**Sources of personal data:** Much of the information we hold will have been provided by you, but some may come from other external sources, such as your referees (if you are volunteering as part of a Back to Work or other Government scheme.)

**Why we might share your Personal Data with a third party**

If you volunteer for Swords Tidy Towns Your image may appear on Swords Tidy Towns Facebook Page: on our website [www.swordstidytowns.com](http://www.swordstidytowns.com) or it may appear in the local press where it may be viewed and shared with third parties.

Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so, or where we need to do so to provide you with volunteer opportunities. This may include providing: your name and address and contact details to another volunteer for a fundraising event; sharing your photo whilst involved in volunteering activities relating to Swords Tidy Towns on Swords Tidy Towns Facebook page or our website [www.swordstidytowns.com](http://www.swordstidytowns.com).

**Your rights regarding your personal data:**

Where the Charity is relying on your consent for its use of personal data, you may withdraw that consent at any time.

Additional rights Please note that the following do not apply in all circumstances and that if you wish to use any of them, we'll tell you at that time whether they apply or not: •

Right to be informed about the processing of your personal data

Your right to have inaccurate data corrected • to have incomplete personal data completed •

To restrict processing

To have personal data erased

to request access to your data

To move, copy or transfer to another organization, your personal data

certain rights related to automated decision making (if and when applicable) and

The right to complain to the Information Commissioner's Office if you consider that we have not adequately dealt with a request or complaint at [www.dataprotectioncommissioner.ie](http://www.dataprotectioncommissioner.ie). Please also note our contact details [swordstidytowns@gmail.com](mailto:swordstidytowns@gmail.com) which you should use in the first instance.

Retention and storage of personal data : Your personal data will initially be stored securely for the period of your volunteering for Swords Tidy Towns. Thereafter it will be destroyed within a period of 6 months.

I acknowledge that I received a copy of Swords Tidy Towns Privacy Notice relating to Volunteers on.....[date] and that I have read and understood it.

Name:.....

Signature .....