

**CORK DEAF ASSOCIATION  
VOLUNTEER PRIVACY STATEMENT**

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In accordance with the General Data Protection Regulation (GDPR), we have created this privacy statement to inform you, our volunteers, of the types of data we process about you. We also include within this statement:

- the reasons for processing your data
- the lawful basis for processing data
- information on data retention
- your rights regarding your data.

This statement applies to Cork Deaf Association volunteers.

**A) DATA PROTECTION PRINCIPLES**

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, obvious, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be corrected or deleted without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a secure way to protect against unauthorised or unlawful processing, accidental loss, destruction or damage.

**B) TYPES OF DATA HELD**

We keep several categories of personal data on our service users and volunteers. We process the following information in relation to our volunteers:

- a) Name
- b) Address
- c) Telephone number
- d) Email address
- e) Any other personal information (for eg. your interests, skills and qualifications) which may be necessary for us to have in relation to the position you are volunteering for
- f) Garda vetting information when a volunteer is required to have garda vetting

We keep this data within our computer systems and within volunteer files where necessary.

Please note that if you are a service user of the Cork Deaf Association, we may also process other information belonging to you. Please see the Cork Deaf Association General Service User Privacy Statement for privacy information relating to service users.

**C) COLLECTING YOUR DATA**

We will ask new volunteers to fill out a volunteer registration form if they wish to be included on our Volunteer's Register.

Personal data is kept in volunteer files and within the Cork Deaf Association's IT systems.

**D) LAWFUL BASIS FOR PROCESSING**

The law on data protection allows us to process your data for certain reasons only. We process volunteer data in order to help us to run fundraising, social and support activities on behalf of the Cork Deaf Association.

We rely on the lawful basis of consent and legitimate interests (to do our job) to process personal data.

**E) SPECIAL CATEGORIES OF DATA**

Special categories of data are data relating to your:

- a) health

- b) sex life
- c) sexual orientation
- d) race
- e) ethnic origin
- f) political opinion
- g) religion
- h) trade union membership
- i) genetic and biometric data.

We will only process special categories of data for volunteers in limited circumstances. For example, it is important for us to know if our volunteers are Deaf or hearing so that we can provide appropriate communication support where necessary.

Most commonly, we will process special categories of data when the following is true:

- a) you have given clear consent to the processing

## **F) CRIMINAL CONVICTION DATA**

We will only collect criminal conviction data if it is appropriate because of the role you have volunteered for (for example, all volunteers working with children and vulnerable adults will be garda vetted) and when it is legal for us to collect it. We will usually only get this information when you start volunteering with us. However, we may also get it when you are already volunteering with us. We use this information to figure out if you are suitable for the job you have volunteered for and if it is suitable for you to remain doing the job you have volunteered for.

We process this information on the lawful basis of legitimate interest and legal obligations.

## **G) FAILURE TO PROVIDE DATA**

If you do not give us data, it may mean that you cannot volunteer with the Cork Deaf Association.

## **H) WHO WE SHARE YOUR DATA WITH**

From time to time we may need to share your data with a third party, depending on the nature of the job you have volunteered for. We share your information with a third party if any of the following is true:

- a) you have given your consent
- b) we are legally obliged to do so
- c) to protect your vital interests or the vital interests of another individual.
- d) it is necessary for us to carry out our work (legitimate interests)

If you volunteer to assist with the Smiley Summer Camp activities or youth activities, your information will be shared with Foroige.

If you volunteer to assist with the Cork City Children's Club activities (eg. Eurodisney), your information will be shared with them.

*Please Note:*

If we require you to be garda vetted for a specific volunteering post, your information will be processed by the National Recruitment Federation (national vetting bureau).

Your data is also processed by IT systems. This is necessary in order for us to maintain an efficient service and to do our job.

Please note that we do hire an external IT company to manage our IT systems and we use a cloud based IT system. The IT details are as follows:

- a) General IT support (Compunet)
- b) Email system and online documents (Outlook 365)
- c) Website development and maintenance (Jamjo)
- d) Email subscriber management (mailchimp)
- e) Confidential document destruction (Rehab Recycling)

We do not share your data with bodies outside of the European Economic Area.

Please contact the Manager using the details below if you have any queries on what third parties your information is shared with.

## **I) PROTECTING YOUR DATA**

We know that we have to make sure your data is kept safe and protected against being accidentally lost, seen by people who shouldn't see it, destroyed or not used in the right way. We have put measures in place to protect against any of these things.

## **J) RETENTION PERIODS (How long we keep data)**

Our policy is to keep your information only as long as is necessary and for only as long as it adheres to one of the above mentioned lawful purposes. Please see the *Cork Deaf Association Retention Policy* for a full list of retention periods. A copy of this may viewed on our website or requested from the Manager, using the details below. When information is no longer required, it will be confidentially destroyed and removed from our IT systems.

## **K) AUTOMATED DECISION MAKING**

Automated decision making means making decisions about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

## **L) DATA SUBJECT RIGHTS**

You have the following rights in relation to the personal data we hold on you:

- a) the right to be informed about the data we hold on you and what we do with it;
- b) the right of access to the data we hold on you. (More information on this can be found in our separate policy on *Subject Access Requests* available on our website or through the Manager);
- c) the right for any wrong data we hold on you to be corrected. This is also known as 'rectification';
- d) the right to have data deleted in certain circumstances. This is also known as 'erasure';
- e) the right to restrict the processing of the data;
- f) the right to transfer the data we hold on you to another party. This is also known as 'portability';
- g) the right to object to the inclusion of any information;
- h) the right to regulate any automated decision-making and profiling of personal data.

## **M) CONSENT**

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time.

## **N) MAKING A COMPLAINT**

You can view our *Data Breach Policy* on our website or by request through the Manager (details below).

If you think your data rights have been breached, you are able to raise a complaint with:

Office of the Data Protection Commissioner. Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23, Ireland.

Phone +353 (0761) 104 800 | LoCall 1890 25 22 31

Fax +353 57 868 4757 Email [info@dataprotection.ie](mailto:info@dataprotection.ie)

## **O) DATA PROTECTION COMPLIANCE**

The CDA Manager is responsible for data protection compliance.

Name: Gerrie O' Grady

Phone: (021) 4505944

Email: [gerrie@corkdeaf.ie](mailto:gerrie@corkdeaf.ie)

For further information on data protection policies and forms, see our section on Data Protection on our website [www.corkdeaf.ie](http://www.corkdeaf.ie)