



# EASY READ

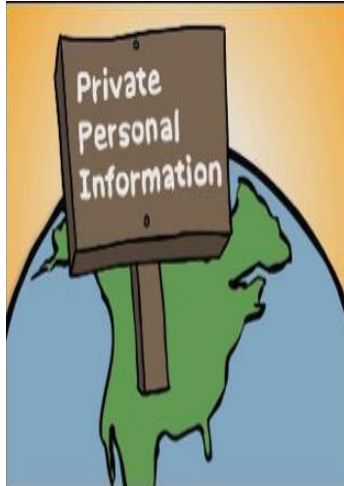


## General Data Protection Regulation (GDPR) Privacy Notice for Volunteers





## Privacy Notice



We hold information about you. This is known as 'personal data'.

This includes things like:

- Your name
- Your address
- Your age
- Information on your emergency contacts

Some of the information we hold is called 'special category' data which means it is more private.



This includes things like:

- Your health
- Your hobbies and interests
- What people have said about you in your references

We only hold information about you that we need.



We hold this information about you so we can support you in your volunteer placement.

We get information about you when you apply to volunteer and when we meet with you to discuss your volunteer placement.

We need this information to understand you and help you to achieve your goals.



We keep your information private and only share information about you when we need to.

Information about you is shared with the Volunteer Co-ordinator, the Volunteer Supervisor and the relevant Manager when needed.

We may share some information about you with our sister company as they support to do some work.



Information about you is kept securely:

- In files in our offices
- On our computers
- In the Cloud



You can see the information that we have about you and how we support you.

You can ask us to make changes to information we hold about you.

You can ask us to delete information.

You can ask for copies of the information we hold about you to use for your own purposes.

You can ask us to stop processing information about you.





We only hold information about you for as long as we need to.



If you want to know about the information about you and what we do with it, you can speak to the Volunteer Supervisor.



If you are not happy with what we do with the information we hold about you, you can complain by calling the Data Protection Commission helpline on +353-57-868-4800