



Mevagh Family Resource Centre

Privacy Statement

Document:	Privacy Statement
What is this?	This is Mevagh Family Resource Centre's (Mevagh FRC) Privacy Statement
CRA Code Sections:	3.4, 3.7
Use of Document:	Directors of Mevagh FRC - CRA Compliance
Date Approved:	This Privacy Statement was approved by the Voluntary Board of Directors of Mevagh FRC on 09.12.24.
Review Date:	This Privacy Statement will be reviewed every 3 years by the Voluntary Board of Directors of Mevagh FRC

This privacy statement outlines how Mevagh FRC manages the information you provide when you access our programmes/services, become a Board member, an employee/volunteer, subscribe to our mailing list, newsletter, attend our training/events/workshops.

Identity and contact details of the Data Controller

Mevagh FRC is a Company Limited by Guarantee, with a registered office at Áras Ros Goill, Downings, Co. Donegal F92 RX8C. Company Number: 313576. Registered Charity: 20044961. Mevagh FRC is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018. If you have any questions about this privacy statement or how we handle your personal information, please contact us by email: coordinator@mevaghfrc.com

What information do we collect about you?

Mevagh FRC collect personal data relating to Board members, employee's/volunteers, training beneficiaries, community members which can include: name, home address, home telephone number, private email address, job title, date of birth, passport data, PPS number, bank details, emergency contact, staff number etc.

Mevagh FRC also collect special category 'sensitive data' relating to staff, Board members, volunteers, students which can include: ethnic origin, health records and trade union membership.

How will your information be used?

Mevagh FRC process the personal data you give us for the following purposes:

- To provide you with training and other supports/services.
- To register your interest in and communicate with you about our supports, services, training, advocacy and volunteering opportunities.
- To respond to your queries and/or information requests.
- To process your job/volunteer/student placement application.
- To process your details in becoming a Board member.
- To process your payroll.
- To respond to your Subject Access Request(s).
- To respond to your feedback or complaint.
- To carry out research and statistical analysis.
- To update health and safety contact details of next of kin for staff members.

What is our legal basis for processing your personal data?

Mevagh FRC will process your personal data based on the following grounds:

- Your Consent

Where it is Mevagh FRC legitimate interests to;

- Provide you with information about events/training/workshops/supports you have signed up for.
- Recruit employee's and volunteers and assess and process their application.
- To meet all legal and regulatory requirements on becoming and being a Board member.
- Manage our relationships with Funders.
- Follow up with you on your queries.

Who receives your information?

Mevagh FRC will not sell, trade or swap your details with third parties.

We will share your information with third parties in the process of managing your engagement with us such as partners who manage our events/training/ workshops you have signed up for.

We will disclose your personal data if we are required to disclose it in order to comply with any applicable law, regulation, court order, summons, search warrant or other statutory, regulatory or legal requirement.

We use external service providers to collect and process personal data on our behalf. Some of these service providers are located outside of the European Economic Area (EEA.) Where required puts in place a contract with external service providers that sets out our requirements and their security measures and systems in place to keep your data safe in compliance with data protection legislation. By submitting your personal information to us you agree to the transfer, storing or processing at a location outside the EEA.

How long will your information be held?

Mevagh FRC will keep your personal information only for as long as required by us:

- To provide you with the supports/services you have requested.
- To comply with our statutory, legal, regulatory and contractual obligations.
- To support a claim or defence in court.
- To comply with funding agreements.

Security of your information

Mevagh FRC holds your personal data on a secure computer. We take all reasonable security, technical and organisational measures to ensure that the personal data we hold on you is protected from loss, misuse, alteration or destruction and to prevent any unauthorized or unlawful disclosure or processing.

What are your rights?

Under data protection legislation you have the following rights:

- The right to access the personal data we hold about you.
- The right to object to the processing of your personal data.
- The right to data portability.
- The right to complain about processing of your data carried out by us.
- The right to object to automated decision making.
- The right for your personal data to be updated; and
- The right to be forgotten.

Please visit <http://gdprandyou.ie/wp-content/uploads/2018/04/Rights-of-Individuals-under-the-General-Data-Protection-RegulationAmendedApril.pdf> for further information on your rights.

If you wish to exercise any of your rights listed above or update you contact details held by us please contact:

**Project Manager
Mevagh Family Resource Centre
Áras Ros Goill
Downings
Co. Donegal F92 RX8C**

How to make a complaint?

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact Mevagh FRC using the contact details above.

If you remain dissatisfied, then you have the right to make a complaint directly to the Data Protection Commission. The Data Protection Commissioner can be contacted as follows:

**Data Protection Commission
21 Fitzwilliam Square South
Dublin 2
D02 RD28
Ireland
Tel No: 01 7650100/1800437 737**

Review

This policy will be reviewed every three years or sooner if required.

Signed: Lo Byn (Chairperson)

Date: 09 / 12 / 24

Signed: DKAH (Director)

Date: 09 / 12 / 24

Revision History

Revision No.	Approval Date	Document Reference & Changes Made	Name