

# Privacy Statement

Solas Project values your right to privacy and complies with our obligations under the Data Protection Acts 1988 and 2003. We are committed to keep the data you trust us with safe. And we will never share your data with other organisations for their marketing purposes.

## Why we collect personal data

Personal Data is any data related to a person that allows that person to be identified such as name, age, telephone number, e-mail and postal address. Your information will only be used for the purpose of matching your request for information with our services.

We collect information in the following ways:

- **Information you give us directly** For example, when you apply to volunteer, make a donation, or subscribe to our mailing list.
- **Information you give us indirectly** For example, when you make a donation using a third-party platform (such as iDonate). Solas Project will only choose reputable companies to provide these types of services. You can check their privacy policies when you provide your information to understand fully how they will process your data.
- **Information we get from your use of our website (Cookies)** We use cookies to enhance your experience of our websites, to increase website performance, to identify how the website is being used/where we can make improvements and to monitor how our advertisements perform. Using cookies allows us to store limited information on an individual's computer. Most internet browsers are pre-set to accept cookies but if you prefer not to receive cookies, you can adjust your browser to refuse cookies, or to warn you when they are being used.
- **Information from third parties** For example, we may receive updated delivery and address information from our agents so that we can correct our records and deliver your next communication more easily.
- **Publicly Available Information** We may combine information you provide to us with information available from public sources or records in order to gain a better understanding of our supporters and those who engage with us. This helps us to improve our fundraising methods, resources and programmes. Such information may be found in places such as **Companies Registration Office and information that has been published online and in print.**

## Children's data

Most of the services offered by Solas Project are for children and young people. Therefore, we collect personal information about participating children and young people. For any person under 18, explicit parental or guardian consent to the provision of such information will be required.

## Special Categories

"Special Categories" of particular personal information requires higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. In particular we may require medical or health information in order to insure you or your child's safety and suitability when participating in Solas Project programmes or events. You are not obliged to provide this information, but if we are not made aware of any relevant medical issues we will not be able to take appropriate measures to ensure your or your child's safety.

In other instances we may collect information about other special categories such as ethnicity for statistical purposes or to assist us with achieving intercultural and diversity aims. The provision of such information is optional.

## **How we protect your data**

It is very important to us that any information we hold about you is safe. We employ all reasonable measures to ensure security and quality of your personal data.

Internal access to your data is limited to those individuals who will directly supply you with information and services. We employ the necessary physical, electronic and procedural safeguards to comply with GDPR (General Data Protection Regulations) to protect your personal data. Information is stored on our database (Salesforce) secure servers or in paper files (which when not in use are stored locked at our offices), accessible only by authorised personnel who adhere to this policy.

Solas Project may disclose your personal information where we are under a duty in order to comply with any legal obligation (for example to government bodies and law enforcement agencies).

## **Processing your personal data**

We use the information that we hold concerning you in accordance with the provisions of data protection legislation. We use this information to administer our relationship with you and to provide you with information about our activities.

We may use (or 'process') your personal data to:

- Deliver literature, resources, and other materials that you have requested from us;
- Administer your donation including processing the Revenue's Charitable Donation Scheme;
- Keep a record of your relationship and correspondence with us;
- Communicate with you (where we have a legal basis to do so) by post, phone, e-mail and SMS to provide you with information about us, our fundraising campaigns, manage your communication preferences and any other information we think may be of interest
- Comply with applicable laws and regulations, and requests from statutory agencies;
- Analyse the use of and effectiveness of our websites;
- Further our legitimate charitable aims such as sending you information about how donations are being used or sending you an annual report;

Sensitive Categories: If you provide us with sensitive/special categories of personal data including, but not limited to, your racial or ethnic origin, political opinions, religious or philosophical beliefs or your physical or mental health, we will only use this for the specific purpose for which you gave permission and where it is within our legitimate interests to process or where we have other legal grounds to do so.

## **Keeping your data**

We will hold your personal data for as long as is needed to fulfil the function for as long as is required by law for the relevant activity (e.g. the Revenue requires us to keep a record of donations, tax relief and financial transactions for seven years) and for no longer than is necessary for the purposes for which it is processed, in accordance with our internal policies.

## **Controlling your personal data**

Under the GDPR your rights are as follows.

- the right to be informed;
- the right of access
- the right to rectification
- the right to erasure (including the right to withdraw consent)
- the right to restrict processing

- the right to data portability (including the transfer of your personal data to a third party)
- the right to object
- the right not to be subject to automated decision-making including profiling.

### **Changes to this Privacy Statement**

This privacy policy will be periodically reviewed and any updates placed on this webpage. The date of this privacy policy update is at the bottom of this page.

### **Contacting Us**

If you need further information or would like to make a comment, please e-mail [info@solasproject.ie](mailto:info@solasproject.ie).

We strive to protect your data and use it only as discussed in this policy. If for any reason you have a complaint on how we have managed your data please get in contact with us on [info@solasproject.ie](mailto:info@solasproject.ie)

**This Privacy Statement was last updated on 24th May 2018.**