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## Torc.CFRC Privacy Statement

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**torc.CFRC**  
**Privacy Statement**

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**torc.CFRC**

**PRIVACY STATEMENT**

This privacy statement outlines how torc.CFRC 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**

torc.CFRC is a Company Limited by Guarantee, registered office torc.CFRC BALLYSPILLANE ESTATE, BALLYSPILLANE, KILLARNEY, CO KERRY). Company Number (388446) Registered Charity (CHY16622). torc.CFRC 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: [Derek.Oleary@ballyspillanecfrc.ie](mailto:Derek.Oleary@ballyspillanecfrc.ie)

**What information do we collect about you?**

torc.CFRC 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.

torc.CFRC 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?**

torc.CFRC 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?**

torc.CFRC will process your personal data based on the following grounds:  
Your Consent;

Where it is torc.CFRC legitimate interests to;

- Provide you with information about events/training/workshops/supports you have signed up for.
- Recruit employees 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?**

torc.CFRC 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?**

torc.CFRC will keep your personal information only for as long as required by us:

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

### **Security of your information**

torc.CFRC 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 to 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:

The Manager

torc.CFRC BALLYSPILLANE ESTATE, BALLYSPILLANE, KILLARNEY, CO KERRY

Email: [Derek.OLeary@ballyspillanecfrc.ie](mailto:Derek.OLeary@ballyspillanecfrc.ie)

### **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 torc.CFRC using the contact details above.

If you remain dissatisfied, then you have the right to make a complaint directly to the Data Protection Commission.

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

### **Review**

This Privacy Statement will be reviewed in 3 years or sooner should circumstances change.

***Revision History***

Revision No.	Approval Date	Document Reference and Changes Made	Name