

NWSPCA Data Protection Policy

Policy Brief and Purpose

This policy aims to give our NWSPCA Committee members guidelines on dealing with data protection.

Background

The CRA code and current GDPR legislation require that Charity's should have a documented data protection policy that is available to both charity members and the public.

These requirements and all relevant data were discussed by the Management committee and the following policy was agreed upon.

Part A:

Information applicable to all NWSPCA Volunteers & Adopters

1. The NWSPCA is fully committed to keeping all personal data submitted by its volunteers and adopters, safe and secure during administrative processes. All necessary technical measures have been put in place to ensure the safety and security of the systems which hold this data.
2. Transparency and openness in the use of personal data held is important to the NWSPCA and therefore we aim to fully inform all our volunteers and adopters about the purpose(s) for which their data will be used and why, where it may be shared elsewhere and why and how long their data may be held by the NWSPCA. Information on the rights of the volunteers and adopters will also be provided.
3. The current legislation for Data Protection in Ireland is the Data Protection Act 1998 as amended by the 2003 Data Protection Act. The General Data Protection Regulations (GDPR)(EU 2016/679) came into effect on 25 May 2018.
4. The Data Controller for the collection and processing of all personal data in the NWSPCA is the Chairperson.
5. The Data Protection Officer can be contacted as follows:
**NWSPCA Data Protection Officer,
13 Rafter St,
Gorey,
Co Wexford
Email: nwspca@hotmail.com**
6. Personal data processed by the NWSPCA will only be used for the specific purpose(s) as outlined when the data is collected, or in later communications, and will only be used in accordance with the Data Protection legislation in force.
7. Rights of the individual in relation to personal data held by the NWSPCA:

When you, as a volunteer or adopter, provide personal data to the NWSPCA you have certain rights available to you in relation to that data. However, it should be noted that not all rights listed shall be applicable in every circumstance. These rights are outlined below and can be exercised by contacting the Data Protection Officer, as detailed above, indicating which right(s) you wish to exercise:

Currently volunteers and adopters of the NWSPCA have the following rights (up to 24 May 2018):

- access to their data
- rectification of their data
- erasure of their data
- right to lodge a complaint with the Supervisory Authority (Data Protection Commissioner – www.dataprotection.ie)

With effect from 25 May 2018 onwards with the introduction of GDPR all NWSPCA volunteers and adopters can also avail, where applicable, of the following additional rights:

- restriction of processing
- data portability
- objection to processing

- withdraw consent if they previously gave it in relation to processing of their personal data
- relating to automated decision making, including profiling.

8. Data held

- On volunteers and Adopters
 - Name , Address , Phone number(s) and email address
- On Volunteers only
 - Whether you are over 18 , what shifts you do and where.
- On Adopters only
 - Animal(s) name and microchip number

Part B – Information specific to the personal data being collected

1.Specified purpose:

The data being sought from you as a volunteer,

is required for the purpose of contacting you about your work with the Society and to keep you informed of the Societies activities.

The data being sought from you as an adopter

is required for the purpose of contacting you about your animals' vaccinations, spaying etc and to keep you informed of the Societies activities.

2.Legal basis:

There is no legal basis for collecting the information other than being able to contact you about your involvement with the Society or issues related to the wellbeing of the animal(s) you adopted from us.

3.Recipients:

Your data will be stored on the NWSPCA's database and on forms you sign when you commence volunteering or adopt an animal. Your data will not be passed to other parties unless we are legally obliged to do so.

4.Retention Period:

The data collected for this purpose will be held by the NWSPCA only as long as there is a business need to do so in line with the purpose(s) for which it was collected. After this time, it will be marked for destruction and will be destroyed in line with internal guidelines.

Volunteers – your data will be destroyed when you notify us that you intend to cease volunteering.

Adopters - Your data will be destroyed when you notify us that the animal is no longer in your possession.

5.Data provision being statutory or contractual obligation:

The data provided for volunteering and adopting is being requested under the requirements of the Society for volunteering and adopting. If this information is not provided volunteering and adoptions cannot proceed.

6.Automated Decision Making:

No personal data provided to the Society will be processed automatically for any purpose.

This document was reviewed by the Board at the October 2024 meeting on 07/10/2024 and was approved