



Who has initial access to my information?

As Joint Data Controllers Fingal Volunteer Centre and Volunteer Ireland will be the only organisations to have initial access to your information. We take this responsibility seriously and are committed to protecting and respecting your privacy.

How is my information used?

We offer our user registration service to make it as easy as possible for you to apply online for volunteering opportunities. We only process your personal data with your **consent** for carefully considered purposes, it will only be processed to:

- a) Assist you with your desire to volunteer,
- b) Provide you with information about volunteering and our services,
- c) Carry out research which helps us gain a better understanding of volunteering in Ireland and,
- d) Improve our services to you.

Whenever we process data for these purposes we will always keep your personal data rights in high regard and take account of these rights.

What are my rights?

It is your information and at any time you can request access to and rectification or erasure of your personal data. You can also request restriction of processing or you can object to processing. You also have the right to data portability which means transferring it to another data controller. In addition you can withdraw your consent at any time. For more information on your rights you can go to www.dataprotection.ie

Who do I contact to make a request to?

You should contact the Event Volunteers Team with as they will deal with all data requests (Go to their website for contact details).

How long do you keep my information for?

We keep it for 6 years from the date you first register unless you let us know before then that you wish to have it removed. You can also delete your profile yourself directly online. Each time we contact you will be given the chance to notify us if you want it removed or you can contact us direct.

Will my information be shared with anyone else?

When you register your interest in volunteering with Event Volunteers your contact details (name, address, phone and email) and skills information are stored in your application form.



This information you provide will never be passed on to a third party without your permission unless we are legally obliged to do so.

What do I do if I'm not happy with how my information is being handled?

You should contact Event Volunteers Data Protection Officer with as they will deal with your issue or complaint. Go to their website for contact details.

If you are not happy with the resolution you can lodge a complaint with the office of the data commissioner. <https://www.dataprotection.ie/docs/Making-a-Complaint-to-the-Data-Protection-Commissioner/r/18.htm>

What else should I know?

Once you are registered with Event Volunteers you will occasionally receive volunteering information from us by email, SMS text or our newsletter. You will also occasionally receive from Volunteer Ireland. You can unsubscribe from any or all of these communications at any time.

You may also be contacted occasionally to complete a short survey on our services. You can choose not to complete these surveys when you receive them.

What do I do now?

Make sure you read the terms and conditions and privacy notice and just:

Click on the "I agree with the organisations policies" tickbox the next time you login to confirm your consent for use to process your data for the purposes stated above.

If you not agree you can remove your information and delete your file as follows:

1. Log on to www.myVolunteerPage.com
2. Go to the "Contact" tab
3. In the "Organisations" section at the bottom, click on the "Resign from" link (the name of the organisation is contained in the name of the link)
4. Select the appropriate reason ("I am moving", "I need / want to resign")
5. Click on the [Confirm] button

Alternatively email events@volunteer.ie with the subject **remove** in the subject line and your name and we can delte your file.