

Data Privacy Notice

How the Adelaide Health Foundation [AHF] protect and manage your personal data

Effective 25th May 2018

PROTECTING AND MANAGING YOUR DATA

All individuals have rights with regard to the way their Personal Data is handled. This summary explains the most important aspects of how we use your personal information and what rights you have in relation to that information.

From May 25th 2018, the General Data Protection Regulation (the “GDPR”) together with the Irish Data Protection Act 2018 introduced important changes to give you greater control over your personal information. These new data protection laws also require organisations that hold your personal information, such as the AHF, to clearly explain why they collect your information and how that data will be managed and protected.

1. Who we are

The Adelaide Health Foundation is a registered charity based in Tallaght University Hospital. Your information is held by the Board of the Foundation (the “Data Controller”) and managed day to day by the staff of the Foundation.

2. What personal data do we collect?

Category [A] Data:

- Members and supporters - We collect and process various categories of personal information about you, including data to identify you including names and addresses, contact telephone numbers, email address
- Funding Applicants - We collect certain special categories of personal data, including information about your date of birth, marital status [where household income is relevant for bursary funding].

Category [B] Data:

- We collect bank details for direct debit collection of membership subscriptions, and for payment outwards of bursaries/funding.
- We collect data relating to your financial circumstances, income and employment including [for student nurse bursary applications] the income and employment status of relevant members of your household.

3. Why do we collect it?

The AHF collects personal data to manage and administer the business of the Foundation, which is to communicate with:

- Supporters/members of the Foundation
- Participants/registrants for events organised by The Foundation
- Funding applicants.

4. How do we obtain your information?

We collect your information directly from you.

5. Who do we share it with?

We will not share your information with anyone outside of the AHF nor will we provide your data to any other organisation for the purposes of marketing activities.

6. How long will we hold your information for?

Category [A] data relating to members and supporters [described in Section 2], will be destroyed following termination of membership.

Category [A] data relating to unsuccessful funding applicants will be destroyed after 3 months.

Category [A] data relating to successful funding applicants will be retained for 7 years.

Category [B] data relating to bank details will be destroyed at the end of the financial year after termination of membership or funding payment is made.

Category [B] data relating to your income and financial circumstances] will be held for 3 months in the case of unsuccessful applicants, and 7 years where application results in a payment. Data will then be securely destroyed

7. The security of your data

The AHF takes the security of your data very seriously. Strict protocols are in place to ensure that:

- ✓ All personal information in paper form is securely stored in filing cabinets.
- ✓ All personal information stored on the AHF's computer systems is password and firewall protected.
- ✓ The AHF's archive is secure and access is restricted.

8. What is the lawful basis for collecting your data?

Your data is collected primarily on the basis of your membership / funding application.

The main lawful bases for collecting your information are that:

- you have given consent to the processing of your personal data for one or more specific purposes;
- processing is necessary for the performance of a contract to which you are party

9. Your rights

From May 25th 2018, you have enhanced legal rights to control your data and the manner in which we process it. This includes:

- ✓ A right to access your personal information
- ✓ A right to request us to correct inaccurate information
- ✓ A right to request that we restrict the processing of your information in certain circumstances
- ✓ A right to receive the personal information you have provided to us in portable format
- ✓ A right to object to us processing your personal information in certain circumstances (for example if you believe we are not using your information in a lawful manner, or for the purposes for which it was provided)
- ✓ Where we have requested your permission to process your information, a right to withdraw your consent at any time
- ✓ A right to have your information deleted, in certain circumstances
- ✓ A right to lodge a complaint with the Office of the Data Protection Commission.

For further information, visit www.gdprandyou.ie or www.dataprotection.ie

10. How to contact us

If you have any questions about how we use your information, you can contact our Data Protection Officer by email to info@adelaide.ie or alternatively you can call us on 01 414 2071.

11. Changes to this Data Privacy Notice

We may update this Data Privacy Notice from time to time in response to changing legal, regulatory or operational requirements. We will place a copy of the updated Data Privacy Notice on the AHF Website www.adelaide.ie