



## **Limerick Volunteer Centre – Data Protection Policy**

**1<sup>st</sup> July 2017**

### **Data collected by Limerick Volunteer Centre**

Limerick Volunteer Centre collects two types of data:

1. Data about volunteers who apply to donate their time
2. Data about not-for-profit organisations who are looking for volunteers

This document aims to show how Limerick Volunteer Centre plans to conform to the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

### **Contact for data protection queries**

The Co-ordinator of Limerick Volunteer Centre is the designated contact point for any questions or complaints about how Limerick Volunteer Centre uses data collected about individuals. He is also the maintainer of this policy.

### **Principles of the Acts**

Limerick Volunteer Centre will make sure it operates within the law by committing to eight data protection principles outlined in Irish Law.

#### *1. Obtain and process information fairly*

We collect information about volunteers, through online and offline forms that volunteers fill out themselves.

#### *2. Keep it only for one or more specified, explicit and lawful purposes*

We only use the information about volunteers for its purpose, which is helping them to find volunteer work.

#### *3. Use and disclose it only in ways compatible with these purposes*

We do disclose the information about volunteers to organisations who are looking for volunteers. This is made apparent to volunteers when they register.

#### *4. Keep it safe and secure*

Reviewed July 2017

Data is maintained in an electronic database. The database is maintained by Salesforce Inc. and enterprise-level security is applied to the database. Access to the database is restricted (with password protection) to:

- a. the three members of staff in Limerick Volunteer Centre, and
- b. the two database administrators nominated by the national network of Volunteer Centres (Volunteer Ireland) who provide technical administration on behalf of all the Volunteer Centres in Ireland.

5. Keep it accurate, complete and up-to-date

Limerick Volunteer Centre ensures that its data is up to date by regularly contacting registered volunteers, and noting if contact details change.

6. *Ensure that it is adequate, relevant and not excessive*

Only data that is relevant to a volunteer finding a placement is kept.

7. *Retain it for no longer than is necessary for the purpose or purposes*

Retention of data is on the basis of whether a volunteer wants to continue receiving information about placements. If they do not then their personal data (apart from their name) is removed.

8. *Give a copy of his/her personal data to that individual, on request*

Volunteers who wish to have a copy of their information will be provided with it free of charge. A request can be made by emailing [info@volunteerlimerick.ie](mailto:info@volunteerlimerick.ie)