

PRIVACY STATEMENT

SeeBeyondBorders, Ireland

We take your privacy – and our responsibility to you – seriously.

SeeBeyondBorders, Ireland is committed to protecting the personal information of everyone who shares their information with us in the course of our work. This Privacy Statement sets out how we collect, use and store your personal information, (this means any information that identifies or could identify you). We want our supporters and those that we support to have confidence in how we collect and process any personal information shared with us.

We ensure all data gathering and processing activities are carried out in compliance with legal requirements and with our organizational values and principles. The EU General Data Protection Regulation (GDPR), which aims to strengthen data protection for everyone in the EU, came into force as the new data protection framework on 25th May 2018 and introduced changes in relation to the way that organisations based in the EU collect, store and use personal data. SeeBeyondBorders, Ireland is, for the purpose of the GDPR, the data controller and can be contacted at the e-mail or postal addresses below. This statement will be reviewed by our Board of Trustees regularly and updated.

1. Who we are

SeeBeyondBorders, Ireland is a registered Irish charity which works to improve teaching and learning for Cambodian children. We are working on the ground in Cambodia to improve education for Cambodian children. Less than 3 % of Cambodian children reach minimum standards in literacy and numeracy by age 15. We are driven by the fundamental belief that systemic change is needed in the Cambodian education system. Here in Ireland we aim to raise awareness about the education system in Cambodia and raise the much needed funds to support our work there. We are a 'data controller' and we are responsible for and control the processing of your personal information.

Address:

SeeBeyondBorders Ireland

31, Woodlands,

Portmarnock,

County Dublin

D13YN34

Telephone: 086 3756554

Email: ireland@seebeyondborders.org

SeeBeyondBorders, Ireland Charity No. 20203064

Contact details for Data Protection Queries

Maeve Corish

Email: maeve.corish@seebeyondborders.org

2. **Your Information – what we collect, why and how we use it:**

The Personal Information we collect includes details such as your name, email address, postal address, telephone number and credit/debit card details. SeeBeyondBorders Ireland collects information from the public in a number of ways. For example, we ask for contact and other information when members of the public engage with our campaigns, get in touch with us, or attend a SeeBeyondBorders Ireland event. We use this information to keep you informed about other events which may be of interest to you and to keep a record of our communications with you.

If you are a financial supporter and send us a donation by post or online, or make a regular contribution to SeeBeyondBorders Ireland through your bank account or credit card, we will ask for information that enables us to effectively administer your donation. This will generally include your name, contact information such as address, email or telephone number, your payment details and whether you wish SeeBeyondBorders Ireland to claim tax paid on your donation. If you have requested information about a job or volunteering opportunity with SeeBeyondBorders Ireland, we collect that information so that we can fulfil your request.

What do we use your information for?

We use information for several purposes including:

- **Fundraising**
- **Communication**

- **Awareness-Raising**
- **Advocacy and Campaigning**
- **Supporting the delivery of services**
- **Financial procedures / Processing transactions**
- **Human resources and recruitment**

Special categories of personal data

Certain types of sensitive personal data are subject to additional protection under the GDPR. These are listed under Article 9 of the GDPR as “special categories” of personal data. The special categories are:

1. Personal data revealing racial or ethnic origin.
2. Political opinions.
3. Religious or philosophical beliefs.
4. Trade union membership.
5. Genetic data and biometric data processed for the purpose of uniquely identifying a natural person.
6. Data concerning health.
7. Data concerning a natural person’s sex life or sexual orientation.

Processing of these special categories is prohibited, except in limited circumstances set out in Article 9

3. **How long do we store your information?**

Financial Supporters of SeeBeyondBorders Ireland

These are supporters that help or have helped us with financial gifts. We believe that supporters of our mission never stop believing in the importance

of improving education. We will contact all Donors at least once a year to ensure the accuracy of their contact detail information and to confirm their consent for remaining on our Data base . Every person has the right to ask for their data to be removed at any stage and we will comply with this request .

We store financial records of donations for a period of 7 years, as required by Revenue for audit purposes.

Supporters who have demonstrated an interest in our work through an enquiry, request for volunteering or employment information or about one of our services or projects:

These are supporters of our mission, who have demonstrated an interest in our work by contacting us for example to request information about one of our campaigns, events, employment opportunities or services. Supporters provide us with their contact details by 'Consent ' in order that we may provide them with information regarding the Charity and the work we do, along with projects, events and support. To ensure we provide the best service and experience to supporters of our work, we keep your personal information for a period of 12 months. We will contact all Supporters at least once a year to ensure the accuracy of their contact detail information and to confirm their consent for remaining on our Data base.

4. **Legal basis for using your information**

We process all personal data lawfully, fairly and in a transparent manner. We take a personalised approach to communications and hearing from us. We adhere to the relevant GDPR articles in relation to processing your data. This is necessary and proportionate and carried out in the least intrusive way to achieve our desired goal of serving our customers as efficiently and effectively as possible.

We will only use your personal information if:

- We have asked you and have a record of your express and recent consent for us to do so;
- We have a **'Legitimate Interest'** to do so in order to support our charitable purposes. Our use will be fair and balanced and never unduly have an impact on your rights.
- We have a **contract** with you that we can only fulfil by using your personal information, e.g. to send you an item that you have requested or if you have signed up to participate in an event;
- We have a **legal obligation** to obtain information about you, e.g. we are required by law to keep records of donations that we receive for 7 years. We will not unduly prioritise our interests as a charity over your interests as an individual. We will always balance our interests with your rights. We will only use personal information in a way and for a purpose that you would reasonably expect. We promise to always be open and honest with you about your information and how it is used.

If you want to unsubscribe from our mailing list / Data base please let us know by emailing us or contacting us by telephone. You can unsubscribe at any time.

It is always your choice, you can tell us to change your communication preferences and our use of your information. You can do this at any time by phoning us on 086 3756554 or emailing: ireland@seebeyondborders.org

5. Sharing your data

In order to make sure we are communicating, fundraising and campaigning in the most effective way possible, we sometimes work with external service providers such as idonate, Sales force or Go Fund Me. We use Third Party Service Providers to process your data effectively

In some circumstances, it is necessary for SeeBeyondBorders Ireland to give relevant staff at our service providers access to your personal information. This access is only granted to the extent necessary for them to perform their services for us. We require all service providers to comply with GDPR legislation to protect the information you have given us. We have Data Processing Agreements in place with all our Service providers outlining these obligations.

SeeBeyondBorders Ireland does not, and will never, share, sell or swap your information with other organisations for their own marketing purposes or commercial gain.

Legal disclosure

We comply with requests for the disclosure of personal information in line with data protection legislation and best practice. This could include requests from law enforcement, Revenue or tax agencies. In these circumstances, the request must be submitted in writing and in accordance with the relevant legal requirements.

In certain circumstances, we may need to share personal data in our control with our insurers for insurance claims or with our legal counsel as per our legitimate interests and where processing is necessary for the establishment, exercise or defense of legal claims.

6. Keeping your information safe

We take looking after your information very seriously. We have implemented appropriate physical, technical and organisational measures to protect the personal information we control both on and off-line to prevent improper access, use alteration, destruction and loss. We have strict agreements/contracts in place with all external service providers to ensure the highest levels of security and safety.

Transfer outside of the EU/EEA

In the course of our legitimate business activities SeeBeyondBorders Ireland will from time to time transfer data outside of the EU/EEA (including to Cambodia). In such cases, we will have the appropriate transfer mechanisms in place as well as additional safeguards to protect that data as appropriate.

7. Cookies

We at SeeBeyondBorders Ireland guarantee our commitment to respecting and protecting your online privacy. This includes the personal information that is shared with us when you visit our website.

Our Cookies and Web Privacy Policy applies privacy by design principles and operates according to our values of openness and transparency.

8. Your Rights

You have rights over your personal data, and you are in control of how your information is used. These rights are not absolute, and some qualifications and restrictions do apply. In summary your rights are: The Right to withdraw consent; Right of access; Right to rectification; Right to be forgotten / erasure; Right to restrict processing; Right to object; Right to refuse automated decision making and/or profiling; Right to portability. You also have the right to seek compensation through the courts in the event that your data privacy rights have been infringed.

If you believe your privacy rights have been violated, you may file a complaint with us or with the Data Protection Commissioners Office.

<https://www.dataprotection.ie/docs/Home/4.htm>

Contact Details for the Office of the Data Protection Commission

Address: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2
D02 RD28

Telephone: +353 57 8684800 / +353(0)761 104 800 / Lo Call No. 1890 252
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Email: info@dataprotection.ie

Changes to your personal information or preferences:

From time to time we may contact you to ensure that the information you have provided us with remains accurate and up to date.

Should you wish to change your preferences you can do this any time:

By Post:

SeeBeyondBorders Ireland

31, Woodlands,

Portmarnock,

County Dublin

D13YN34

By Email:

ireland@seebeyondborders.org

By Phone:

086 3756554