

## Data Protection Policy

June 2018

### **Policy Statement**

All policies, guidelines and protocols of Vincentian Lay Missionaries, will reflect the Organisation's commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation.

Vincentian Lay Missionaries (VLM) is committed to protection of the rights and privacy of individuals (including volunteers, staff, donors and others) whose personal information is held by the organisation. This commitment is underpinned by full compliance with the statutory measures that ensure these rights, namely the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003. The Organisation has put in place a range of systems and procedures, which it reviews on a regular basis, in order to protect these rights.

### **Purpose of the Policy**

In order to carry out its core functions, VLM needs to collect and use personal data (information) about its staff, volunteers and other individuals who come into contact with the organisation. The organisation needs to process such data for purposes that include the organisation and administration of volunteer placements, the holding of fundraising events and campaigns, recruitment and payment of staff, compliance with statutory obligations, etc. The organisation is legally obliged to safeguard the privacy rights of individuals in relation to the processing of their personal information for such purposes. The Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 provide for this by conferring rights on individuals as well as responsibilities on those persons processing personal data. Personal data, both automated and manual, are data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

### **Key Terms & Definitions**

In order to comply with legislation and to give clarity about its role and responsibilities in relation to data protection, VLM recognises the following terms and

definitions, as specified in the legislation:

- **Data** means information in a form that can be processed. It includes both automated data and manual data.
- **Automated data** means any information on computer, or information recorded with the intention that it be processed by computer.
- **Manual data** means information that is recorded as part of a relevant filing system or with the intention that it form part of a system.
- **Relevant filing system** means any set of information that, while not computerised, is structured by reference to individuals, or by reference to criteria relating to individuals, so that specific information relating to a particular individual is readily accessible.
- **Personal data** means data, including sensitive personal data, relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the organisation.
- **Sensitive personal data** relates to specific categories of data, which are defined as data relating to a person's racial origin; political opinions or religious or philosophical beliefs; physical or mental health; criminal convictions or the alleged commission of an offence; trade union membership.
- **Data Controller** is a body that processes information about living people. The data controller must be in a position to control the contents and use of a personal data file.
- **Data Processor** is a body that processes personal data on behalf of a data controller
- **Data Subject** is an individual who is the subject of personal data
- **Processing** means performing any operation or set of operations on data, comprising:
  - obtaining, assembling, organising and storing data,
  - using, consulting and retrieving data,
  - altering, erasing and destroying data,
  - disclosing data.

### ***The Eight Rules of Data Protection***

VLM undertakes to perform its responsibilities under the legislation in accordance with the following eight stated Data Protection principles as outlined in the Acts:

- Obtain and process information fairly:

VLM obtains and processes personal data fairly and in accordance with its statutory and other legal obligations.

- Keep it only for one or more specified, explicit and lawful purposes:

VLM keeps personal data for purposes that are specific, lawful and clearly stated. Personal data will only be processed in a manner compatible with these purposes.

- Use and disclosure only in ways compatible with these purposes:

VLM only uses and discloses personal data in circumstances that are necessary for the purposes of for which it collects and keeps the data.

- Keep it safe and secure:

VLM takes appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of data and against accidental loss or destruction.

- Keep it accurate, complete and up-to-date:

VLM operates procedures that ensure high levels of data accuracy, completeness and consistency.

- Ensure it is adequate, relevant and not excessive:

Personal data held by VLM is adequate, relevant and not excessive in data retention terms.

- Retain for no longer than is necessary:

VLM has a policy on retention periods for personal data.

- Give a copy of his/ her personal data to that individual, on request:

VLM has procedures in place to ensure that data subjects can exercise their rights under the Data Protection legislation.

## **Roles & Responsibilities**

VLM has overall responsibility for ensuring compliance with Data Protection legislation when it is the Data Controller of personal data. However, all employees and volunteers of VLM who separately collect and/or control the content and use of personal data are individually responsible for compliance with the legislation.

The Projects Coordinator, as the designated data controller, provides support, assistance, advice and training to any board members and volunteers who are in the position of processing and storing data to ensure that they are in a position to comply with the legislation.

The office has responsibility for coordination and compliance relating to all data protection matters, including responding to general queries and requests by Data Subjects relating to personal data as well as requests for assistance from organisation employees, board members or volunteers involved in collecting, storing and processing personal information.

### **Procedures & Best Practice Guidelines**

There are clear procedures in place at VLM for the collection, processing and maintenance of personal information required by the organisation to carry out its core functions. This policy is supplemented by a more detailed document, the *VLM Data Protection Procedures and Best Practice Guidelines* that sets out these procedures in order to raise general awareness of the systems and procedures that are in place and also to assist VLM employees to comply with the organisation's *Data Protection Policy* and the relevant legislation. The *VLM Data Protection Procedures and Best Practice Guidelines* identify the areas of work in which Data Protection issues arise, and outline best practice in dealing with these issues.

This Procedures and Best Practice Guidelines document is available on request from the organisation at [info@vlm.ie](mailto:info@vlm.ie)

### **Queries**

Any queries relating to data protection issues, including requests by individuals for access to and/or correction of any personal data held by the organisation and relating to such individuals should be directed as follows:

VLM Projects Coordinator  
[info@vlm.ie](mailto:info@vlm.ie) | 087-1397069 | 01-8102570

### **Review**

This Policy will be reviewed at 5-year intervals in line with VLM protocols. The Policy may be reviewed between such intervals in the event of any legislative or other relevant developments.