



**Document adopted by the ATD Ireland Board  
on 23<sup>rd</sup> May 2018**

**ATD Fourth World Ireland  
Company Limited by Guarantee**

Registered Number 475746  
Registered Charity Number 20072131  
Revenue Charity Number CHY 18678

## **ATD Ireland Privacy Policy and GDPR compliance**

As the EU General Data Protection (GDPR) takes effect on the 26th of May 2018, ATD Ireland started to work on a compliance plan and aims to be fully compliant by 31<sup>st</sup> October 2018.

Below is a rundown of ATD Ireland's GDPR Implementation plan to be GDPR compliant by the afore-mentioned date.

ATD Ireland's **data protection and GDPR compliance officer** is Pierre Klein, National Coordinator

### **By 26<sup>th</sup> May 2018 :**

- publication of this ATD Ireland GDPR compliancy plan of work and ATD current Privacy and Data Protection Policy
- Information and request of consent sent to all people included in the two current mailing lists of used by ATD on MailChimp (contact list and newsletter list)

### **Plan of work from May to October 2018**

1. June 2018: Adoption of a completed ATD Ireland GDPR Implementation plan and amendment of the May 2018 Privacy Policy by the Board of Directors during the June Board meeting.
2. June - July 2018: Conduct an extensive review of the various contact and working lists used in ATD projects by mid-July 2018.
3. July 2018 to September 2018 - merging the various contact and working lists into a comprehensive offline database and contacting people in order to re-seek individual consent (by email or letter)
4. September 2018 – Adoption of the new finalised privacy policy at the September 2018 Board Meeting – finalise work on the new database – production of a staff handbook detailing the best practice data management procedures in compliance with GDPR.
5. Full compliance to GDPR by 31<sup>st</sup> October 2018



## ATD Ireland Privacy and Data Protection Policy

Updated May 2018

### ATD's commitment to privacy and data protection

We are committed to protecting and respecting your privacy. ATD knows that you care how information about you is used and shared.

To better protect your privacy, we provide this Privacy and Data Protection Policy explaining our practices and the way your information is collected and used by ATD.

The information below explains our policy regarding your privacy and the personal data we collect both online and offline.

ATD is also committed to the best practices in governance and reports regularly to:

- The Companies Registration Office, Bloom House, Gloucester Place Lower, Dublin 1 [www.cro.ie](http://www.cro.ie)
- The Charities Regulator 3 George's Dock IFSC Dublin 1 [www.charitiesregulatoryauthority.ie](http://www.charitiesregulatoryauthority.ie)
- The Regulator of Lobbying in Ireland [www.lobbying.ie](http://www.lobbying.ie)
- The Governance Code [www.governancecode.ie](http://www.governancecode.ie)

### What personal data is collected by ATD?

When you contact ATD Ireland, meet an ATD volunteer, attend an ATD event or make a donation online or offline, you may provide us with personal information (such as name, address, email address, telephone numbers...) that you knowingly choose to disclose, which is collected on an individual basis for various purposes.

These purposes include registering to receive email newsletters or other materials, requesting further information from us about projects, events or volunteering opportunities, donating to us, submitting a form on our websites, or simply asking a question.

We receive and may store information you enter on our website or disclose in any other way, whether it is online or offline. We use email links located on this site to allow you to contact us directly via email. We use the information provided in your email to respond to your questions or comments. We may also store your comments for future reference.

Data are stored in an off-line digital file (database) in the ATD Office, 26, Mountjoy Square,

Dublin 1) and can be accessed by ATD staff members who are committed to our confidentiality and privacy policy.

With your authorisation, ATD Ireland may also take pictures when you attend an ATD event. Pictures may be used to promote campaigns and events online (websites, social media) and hard copies might be stored at the ATD office for archiving purposes. Hard copies and digital file of pictures in which you appear can be requested by you at anytime.

This information (personal data, pictures,...) is used in accordance with existing laws, rules, regulations, and other ATD governance policies and is retained for the following purposes:

- to be able to answer your request
- to keep you informed of ATD activities if you opt in
- from time to time to inform you about our fundraising needs
- when applicable to process your donations and/or membership
- to gain support for our advocacy work when we run campaigns.

We do not collect personal information from you unless you provide it to us.

Unless you ask us to delete your personal information, it is retained in our database to as part of the afore-mentioned purposes.

If you receive information from us and:

- you change your mind and want your name and contact information removed from our list,
- you would like to verify the data we have received from you,
- you want to make corrections to the data we hold,

You have the following options:

- You can send an email to: [board@atdireland.ie](mailto:board@atdireland.ie)
- You can send mail to the following address: ATD Ireland, 26 Mountjoy Square, Dublin 1
- Or phone the office: 01 855 81 91

## **The way we use information**

When you disclose personal information for a specific purpose, we won't use it for any other purpose.

We do not share this information with outside parties.

We use return email addresses to answer the emails we receive and follow-up when required. Such addresses are carefully guarded by ATD Ireland for their specific purpose and are not shared with outside parties.

ATD Ireland does not sell, rent, give-away or share its email addresses or other personal contact information with outside sources.

ATD Ireland also does not send mailings on behalf of other organisations with the exception of the Irish Committee for the UN International Day for the Eradication of Poverty. ATD runs the secretariat of this informal Committee (more information at [www.17october.ie](http://www.17october.ie)).

## **Our commitment to data security**

Personally identifiable information is stored in an off-line digital file (database) in the ATD Office, 26, Mountjoy Square, Dublin 1) and is not publicly accessible.

Personally identifiable information is only accessed by ATD Ireland staff members and board members on a “need to know” basis. Personally identifiable information can be shared with ATD International within the EEA for the purpose of international activities (European training programmes, European campaigns or advocacy events etc.) All our European partners are subject to GDPR compliance.

## **Links to other websites**

ATD's website [www.atdireland.ie](http://www.atdireland.ie) may contain links to other websites. Please note that when you click on one of these links, you are entering another site. We encourage you to read the privacy statements of these linked websites as their privacy policy may differ from ours.

The following websites and social media accounts are managed by ATD Ireland. Therefore this Privacy and Data Protection Policy applies to:

[www.atdireland.ie](http://www.atdireland.ie)

[www.17october.ie](http://www.17october.ie)

[www.leavenoonebehind.ie](http://www.leavenoonebehind.ie)

[www.walkasone.ie](http://www.walkasone.ie)

[www.ihaveadream.ie](http://www.ihaveadream.ie)

[www.facebook.com/togetherindignityireland](https://www.facebook.com/togetherindignityireland)

[www.facebook.com/EndpovertydayIreland](https://www.facebook.com/EndpovertydayIreland)

[www.facebook.com/WalkAsOneIRL/](https://www.facebook.com/WalkAsOneIRL/)

[www.facebook.com/MandelaWresinskiMLK2018/](https://www.facebook.com/MandelaWresinskiMLK2018/)

[www.facebook.com/LeaveNoOneBehindATD/](https://www.facebook.com/LeaveNoOneBehindATD/)

[www.facebook.com/paddy.atd](https://www.facebook.com/paddy.atd)

[www.facebook.com/Your-Rights-Are-Written-In-Stone-197010804383864/](https://www.facebook.com/Your-Rights-Are-Written-In-Stone-197010804383864/)

[www.twitter.com/LNOB\\_Ireland](https://www.twitter.com/LNOB_Ireland)

[www.twitter.com/ATDIreland](https://www.twitter.com/ATDIreland)

[www.twitter.com/17octcomIRL](https://www.twitter.com/17octcomIRL)

[www.twitter.com/UCYouthGroup](https://www.twitter.com/UCYouthGroup)

[www.twitter.com/WresinskiLegacy](https://www.twitter.com/WresinskiLegacy)

## **Email Communications**

We publish a fortnightly e-newsletter (ATD Ireland Dates and Updates) using MailChimp that is sent periodically to persons who have requested it. The e-newsletter is distributed by email, although back issues may also be viewed on our websites or Facebook pages. You may subscribe or unsubscribe from the email list at any time. Occasionally we may send announcements about ATD events to the mailing lists. The email address mailing list is securely stored by MailChimp and managed by ATD Ireland in line with best practice.

## **Changes to this privacy statement**

Changing best governance and data protection practices and circumstances may require that the Board of ATD Ireland makes changes to this privacy and data protection policy from time to time. Any changes will be reflected on this website.

If you have comments or questions regarding privacy or data protection, please contact us.

## **Legal Disclaimer**

We may disclose personal information when required by law or in the good-faith belief that such action is necessary in accordance with ATD International and ATD Ireland's Identity and Values, in order to conform to the edicts of the law or comply with legal process served on ATD Ireland.

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