



## Website Privacy Notice

### Our commitment

Le Chéile Mentoring (Le Chéile) is fully committed to complying with its legal obligations in respect of data protection and ensuring that your personal data is safeguarded.

This Privacy Notice explains why we collect your data, what data is collected, what we do with it, what we don't do with it, and what you can do to exercise your rights as a data subject or to seek further information.

We have tried to keep it as simple as possible but if you are not familiar with any of the terms or if you have any questions, please get in touch using the contact details below.

### What information do we process?

- i. Le Chéile collects the following types of information on you as you use our website:
  - When you submit your name and email address to receive news and updates from us.
  - When you submit a contact form with your name, telephone number, email address and personal message or question.
  - When you fill in a volunteer application form to apply to be a volunteer with us. We collect your basic personal details, emergency contact details, information on your previous experience, your reasons for volunteering, your potential availability, disclosure of criminal convictions, reference information and details on how you found out about Le Chéile.
  - When you respond to a job vacancy by submitting your CV, cover letter or completed application form. We collect your basic personal information, details on your education history, details on your previous employment history, information on any relevant experience, your reasons for applying for the role, disclosure of criminal convictions, your driving status, interests, and reference information.
  - When a volunteer submits a weekly mentor update form through the site to report back to their Coordinator on each mentoring session. We collect your name and email address, as well as details about the mentoring session that either took place or was cancelled.
  - We also use an online referral form, through which our partner agencies e.g. Probation Service, Gardai etc. can confidentially submit information about a young person or their parent whom they wish to make an official referral to work with Le Chéile's services. For this we collect basic personal details on the young person/parent along with contact information, basic details about their offending behaviour, information about any additional support needs (e.g. substance misuse, pertinent medical history, learning difficulties), any additional risks, the reason for referral and specific ESF criteria on labour, educational, disadvantage status.

All of the above information is only collected when it is voluntarily submitted by users on the website.

i. Non-Personal Data:

We use the Non-Personal Data gathered from visitors to our website in an aggregate form to get a better understanding of where our visitors come from and to help us better design and organise our website.

### **Why do we collect and store your data?**

Le Chéile collects, processes and stores your personal data as part of ensuring our organisation can pursue its mission of being a community-based volunteer mentoring and family support service, which works with young people involved in or at risk of offending and their families.

In order to achieve this objective, Le Chéile may collect information about you that allows us to carry out the following:

- To communicate with you about news and updates on Le Chéile
- To inform you about the service we provide
- To invite you to special events run by Le Chéile
- To let you know about our volunteer opportunities
- To recruit new volunteers and collect the relevant information needed for shortlisting candidates
- To advertise job vacancies and to recruit suitable candidates for shortlisting
- To initiate contact with a young person or parent about engaging with our mentoring programme
- To initiate contact with a young person about engaging with our Restorative Justice programme
- To respond to any questions, comments, feedback or complaints you might have
- To register your subscription to our newsletter. You can unsubscribe from this at any time by clicking on the 'update preferences or unsubscribe' link at the foot of the email, this link appears on every eNewsletter we send out.
- To update the mentoring supervisor on the progress of a mentoring relationship
- To conduct research and analysis to monitor the performance of our campaigns, appeals, events and products.

### **What are the lawful reasons we use to process your data?**

- Your consent - where processing is based on your consent, you have the right to withdraw that consent. Where possible, we try to gain your explicit consent.
- Where it is necessary for the performance of a contract
- Where it is necessary for compliance with a legal obligation that Le Chéile is subject to

All of the information we collect will be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes

- Adequate, relevant and limited to what is necessary
- Accurate and kept up-to-date
- Kept for no longer than is necessary
- Processed securely

### **What are your rights as a Data Subject?**

Le Chéile is committed to protecting your personal data rights. These include the right to:

- Right of access
- Right to be informed
- Right to rectification
- Right to erasure i.e. 'right to be forgotten'
- Right to restriction of processing
- Right to data portability
- Right to object
- Right to withdraw consent
- Rights in relation to automated individual decision-making including profiling
- Right to make a complaint to the data protection commission

If you would like to exercise any of these rights, please contact us using the details below. Alternatively, if you are not happy with the way we have handled your data and are unable to resolve the issue with us personally, you can complain to the Data Protection Commissioner.

### **Job and Volunteer Application Data**

All documentation received by Le Chéile in relation to job and volunteer applications will be processed in accordance with Data Protection legislation. The information will only be used by Le Chéile in the processing of job and volunteer applications and for ongoing administrative purposes with candidates. If you are offered a job or a voluntary position with Le Chéile this information will be added to your employee or volunteer file, otherwise it will be retained for a year from close of the application process.

### **How long will we retain your information?**

Le Cheile holds personal data for a range of time periods, these are guided by our statutory requirements for certain data (e.g. financial records, employment records or health and safety records), our contractual obligations and our business and risk management requirements.

### **Disclosure of information to third parties**

We will not sell your details to any third parties.

We may sometimes share your information with trusted third parties who are authorised to act on our behalf or whom we work with in partnership to deliver and improve our mentoring and youth justice support services. This may include our partner agencies or funders e.g. Probation Service,

European Commission, Gardai etc. This data will be limited to that which is necessary and we will endeavour to utilise anonymization or pseudonymisation where possible to limit the data which is shared.

We may also share your data with additional third parties such as Salesforce, Mailchimp, Eventbrite etc. to allow us to manage and maintain accurate records and appropriate contact with you.

We will disclose your personal data if we are required to disclose it to certain legal representatives, courts, law enforcement, government agencies, public representatives, professional bodies or ombudsman.

We may also share your data with analytics and search engine providers that assist us in the improvement and optimisation of our site.

Where data is transferred to another party, we ensure appropriate technical and organisational safeguards are used to protect your personal data.

## **Security**

Le Chéile is responsible for collecting your personal information. When we collect your personal information we use strict procedures and security features to prevent unauthorised access. However, no data transmission over the Internet is 100% secure. As a result, while we try to protect your personal information, Le Chéile cannot guarantee the security of any information you transmit to us and you do so at your own risk.

Once we receive your data, we use appropriate technical and physical security measures to protect your personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to. All Staff and Volunteers for Le Cheile are also bound by confidentiality agreements to keep information about you confidential and safe whether it is held in paper or electronic format.

We will continue to revise our policies and implement additional security features as new technologies become available.

## **Cookies**

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also helps us to improve our site.

You can set your browser not to accept cookies and the following websites will tell you how to remove cookies from your browser - [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

## **Changes to the Privacy Notice**

Any changes to this Privacy Notice will be posted on Le Chéile's website and it will be kept under review. This Privacy Notice was last updated in March 2021.

## Questions

If you have any queries, please contact:

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