



VC Data Protection Policy

VC is committed to safeguarding your privacy. This policy explains how we will collect, use and disclose information. It applies to our recruitment and training information gathering and dissemination practices.

Personal information and sensitive personal information

Personal information means information that identifies you as an individual, such as:

- a) name postal address email address telephone number
- b) postal address
- c) email address
- d) telephone number

Sensitive personal information means information about:

- a) race or ethnic origin
- b) religious or similar beliefs
- c) physical or mental health or condition or sexual life
- d) the commission of, or proceedings for, any offence committed or alleged to have been committed by you, the disposal of such proceedings or the sentence of any court in such proceedings.

What information is collected

We may collect personal information and/or sensitive personal information from you in a variety of ways, including when you submit one of our forms, for example, our:

- a) volunteer or employee applications
- b) volunteer event registrations
- c) fundraising events registrations
- d) donation pledges
- e) fundraising forms
- f) newsletter registrations
- g) requests for information

We may also collect personal information and/or sensitive personal information when you download resources from our website, complete a survey or if you contact us by email.

How is the collected information used

Viatores Christi 8 New Cabra Road, Phibsboro, Dublin 7
Tel. 00 353 1 8689986 www.viatoreschristi.com info@viatoreschristi.com

This is collected by VC and

Information collected may be used to:

- a) respond to your request for information
- b) provide you with newsletters or details of events
- c) engage you as a volunteer or employee and make any appropriate arrangements
- d) process your donation pledges
- e) keep a record of your contact details
- f) contact you with current and future information about our work, events, campaigns and activities, or any other features of VC.
- g) For our business purposes, such as data analysis, audits, fraud monitoring and prevention, enhancing, improving or modifying our services, identifying usage trends, determining the effectiveness of promotional campaigns and operating and expanding our business activities; and
- i) As we believe to be necessary or appropriate: (1) under applicable law; (2) to comply with legal process; (3) to respond to requests from public and government authorities including public and government authorities outside your country of residence; (4) to enforce our terms and conditions; (5) to protect our operations; (f) to protect our rights, privacy, safety or property and/or that of you or others; and (6) to allow us to pursue available remedies or limit the damages that we may sustain.

Any use of collected information will be in accordance with the data protection principles of good practice. This means that it will be:

- a) processed fairly and lawfully
- b) processed for limited purposes and in an appropriate way
- c) adequate, relevant and not excessive for the purpose
- d) accurate
- e) not kept longer than necessary for the purpose.
- f) processed in line with data subjects' rights
- g) secure
- h) not transferred to other people or organisations situated in countries without adequate protection.

Who is the collected information shared with

VC operates on an international level and may need to share your information with our:

- a) employees
- b) mission partners
- c) third-party service providers

Both in Ireland and those based overseas.

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How secure is the information collected?

The security of information collected by VC is of upmost importance to VC. We seek to use reasonable organisational, technical and administrative measures to protection personal information, sensitive information and any other information collected by us. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have any reason to believe that any information we hold is no longer secure, please contact us immediately.

Opting out of communications

You have the opportunity to opt out of receiving communications from us at the point where we collect information from you and this is usually done by a tick box. If you currently receive communications and would like these to stop, please contact us.

How do I find out more?

If you wish to make a request for information that we hold about you, wish to make a complaint or have any other requests or queries, please contact our CEO on the details below.

Contacting us

You can contact us at any time by writing to: CEO, Viatores Christi, 8 New Cabra Road, Phibsboro, Dublin 7 or email: shane@viatoreschristi.com

If you would like to stop receiving communications from us, please contact us on:

Telephone: +353 (0) 1 868 9986

Email: info@viatoreschristi.com