



## NATIONAL WOMEN'S COUNCIL OF IRELAND

### PRIVACY STATEMENT FOR MEMBERS

#### 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 and telephone number. NWCI collects information from the public in a number of ways. For example, we ask for contact and other information when members of the public become members, engage with our work, get in touch with us, or attend a NWCI event. We use this information to keep you informed about other events which may be of interest to you, to help improve our services and to keep a record of our communications with you.

If you are a member and send us your membership fee by post or online or make a regular contribution to NWCI 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 and your payment details. We also ensure that, if you are setting up a regular payment to NWCI either through your bank account or giving by credit card, that you are 18 years or older.

We send invitations to our members and carefully selected individuals and organisations throughout the year to attend and participate in events which are relevant to their work, for networking or as a personal interest. By agreeing to be a member you agree to receive emails from us for the duration of your membership.

If you have requested information about a job or volunteering opportunity with NWCI, 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:

- **Membership maintenance**
- **Fundraising**
- **Awareness-Raising**
- **Advocacy and Campaigning**
- **Financial procedures / Processing transactions**
- **Marketing**
- **Human Resources**

#### Sensitive Personal Information

We will take extra precautions to safeguard any sensitive personal information we process or store on your behalf. We will treat this with the upmost of confidentiality and in accordance with this privacy policy. Data Protection legislation recognises that some categories of personal information are more sensitive. Sensitive personal information can include information on people's health, race, ethnic origin, political opinions, sex life, sexual orientation or religious beliefs. We will only process this information to deal with your enquiry. We will not share your information with anybody without your express permission except in exceptional circumstances.

## How long do we store your information?

### Members of NWCi

We believe that our members who are supporters of our mission never stop believing in the importance of challenging equality, but we do stop using the personal information of these members after 3 years from the time of the last donation. We store financial records of donations for a period of 7 years, as required by Revenue for audit purposes. If a member has requested to have their contact details removed before this date, this financial information is anonymised.

We think someone who has reached out to us, for example, to request information about one of our campaigns, events, employment opportunities or services, or to find out more about NWCi and what we do, would like us to provide that information and perhaps a little more information about other relevant projects, events or activities. To ensure we provide the best service and experience to supporters of our work, we keep your personal information on file until we are asked to remove it.

## 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 members 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 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 according to Revenue.

We will not unduly prioritise our interests as a NGO 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.

## **What this means:**

We believe that NWCi members/supporters are connected to our mission and want to know how they can continue to help us to achieve our goals of challenging inequality. We understand you are satisfied for us to keep and use your personal information for this purpose

We will contact you with information and updates about our services. We will also contact you about ways that you might like to get involved or support us further.

This may be by post, email, or telephone. We will also continue to ask whether you are still happy to hear from us and in which ways.

## **Emails**

Some emails that we send have no tracking information, for example invoices for membership or services that we have received. For marketing, fundraising and advocacy emails, we can track, at an individual level, whether the user has opened and clicked on the email. We do this to learn more about the kind of information that our supporters like to hear from us. We do not use this information at a personal level. Rather, we use it to understand open and click rates on our emails to improve them.

## **Profiling and Data Analysis**

We like to learn about your personal motivation for supporting us and your experiences as a supporter. This helps us to give you the information about events, campaigns and services which are most relevant and important to you.

We may carry out research, segmentation and/or analysis of the personal information that you have provided to us and add publicly available information to help us tailor our communications to you, to better understand your preferences and to continue to find the most cost-effective ways to campaign, fundraise, raise awareness and provide our services.

NWCi analyses data in a responsible way, balancing the research and analysis we undertake with the privacy of our donors and supporters.

## **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. Your information is encrypted and stored securely, which are maintained and updated by our IT service provider, If this information needs to go to an external supplier, for example, to process a donation through our website, this information is encrypted, transmitted securely and stored within the EU/EEA. We have strict agreements/contracts in place with all external service providers to ensure the highest levels of security and safety.

## Sharing your data

In order to make sure we are communicating, fundraising and campaigning in the most effective way possible, we work with fully vetted service providers which may include fundraising agencies and marketing agencies, researchers and direct mailing providers.

In some circumstances, it is necessary for NWCI to give relevant 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 strict rules to protect the information you have given us.

NWCI does not, and will never, share, sell or swap your information with other organisations for that organisation's 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.

## Cookies

We at NWCI 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 Statement applies privacy by design principles and operates according to our values of openness and transparency. To read more, please find our [Cookies](#) and [Web Privacy Policy](#) here.

## 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 Commissioner**

**Address:** Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois.

**Telephone:** +353 57 8684800 / +353(0)761 104 800 / Lo Call No. 1890 252 231

**Email:** [info@dataprotection.ie](mailto: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:**

National Women's Council of Ireland

100 North King Street

Dublin 7

**By Email:** [reception@nwci.ie](mailto:reception@nwci.ie)