

Nurture Africa - Privacy Policy



General Data Protection Regulation (GDPR) will come into effect on 25th May 2018.

This privacy policy is a public statement of how Nurture Africa applies data protection principles to processing personal data. Articles 12, 13 and 14 of the GDPR outline the requirements on giving privacy information to data subjects when requested.

The support that you provide to Nurture Africa is of vital importance to the organisation. We take matters relating to the privacy of the personal information that you provide extremely importantly and fully understand and appreciate the level of trust you hold in the organisation respecting your right to privacy.

Who is collecting your personal data

The personal data that you provide will be processed by Nurture Africa staff members and/or long-term project volunteers.

How does Nurture Africa collect personal data

Nurture Africa collects personal data through the following means:

- Overseas volunteer programme information sessions
- Overseas volunteer programme application forms
- Overseas volunteer programme enquiries
- Garda Vetting invitation
- Overseas volunteer health forms
- Newsletter sign up
- Fundraising events enquiries and sign ups
- Child Sponsorship pledge forms
- Online donations
- CHY2 tax reclaim forms from revenue
- Christmas Gift campaign

What personal data does Nurture Africa collect

All information collected by Nurture Africa is done so in an open and transparent manner. This information is provided willingly by each individual and is specifically related to each individual's request. Nurture Africa only requests and holds the personal data of each individual that is required by the relationship/transaction at that time.

Personal information required can include:

- Name
- Address
- Date of Birth
- Email address
- Phone number
- Next of Kin
- Medical conditions/illnesses
- Garda Vetting record
- PPS number

- Passport number
- Driving licence number
- Referees

The personal data that we collect from any individual will be used for the following purpose

- To provide specific information to any individual whom has expressed an interest in a volunteer placement in Uganda, fundraiser or donation/pledge
- For ongoing communication purposes with any individual whom has applied for the Nurture Africa Volunteer Programme or is taking part in a fundraiser
- To provide updates to individuals supporting the Nurture Africa Child Sponsorship programme/Christmas Gift campaign
- Initiate Garda Vetting/Police Check for volunteers/new staff
- Update volunteers of the Nurture Africa Volunteer Programme with information before, during and after their placement in Uganda
- Contact next of kin if/when required
- To ensure awareness of staff and that medical requirements are in place were necessary
- To claim tax back from Revenue
- Reference checks

Your Rights

If we hold personal information belonging to you and you wish to change how we contact you or you would prefer for us not to contact you again, please inform us by email (kevin@nurtureafrica.ie) or by unsubscribing through the link contained within each email we send to you.

We are also legally obliged to provide you with details of all personal information belonging to you, that we are in possession of upon your request.

Will data be shared with any 3rd party

Nurture Africa engages the below Data Processors to store and process personal data on its behalf.

These data processors include:

- Google (for storage through Google Drive)
- MailChimp (for newsletter updates)

Under no circumstances will your information be sold or provided to a 3rd Party for the intention of contacting you outside of your specific requests which you have submitted to Nurture Africa.

How long will your personal information be stored for

We will hold your personal information on file for as long as the relationship between Nurture Africa and you remains in place (volunteer programme, child pledge, newsletter). Once the purpose and/or timeframe for holding your personal information has lapsed, Nurture Africa will permanently delete your personal information from our systems.

How can I be sure that my data is secure

Nurture Africa complies with the Data Protection (amendment) Act 2003 and will collect, process, store and use your information in accordance to the act. Nurture Africa will take the necessary steps required to secure and protect your personal data from loss, theft, misuse or alteration. Nurture Africa will however, inform you immediately of any breach or concern related to your personal data.

How you can raise a concern/complaint

You can contact Nurture Africa's data protection officer if you wish to raise a concern or complaint regarding the personal information that Nurture Africa holds belonging to you. You can do this by:

- Email: kevin@nurtureafrica.ie
- Post: Data Protection Officer, 54 Pembroke Road, Dublin 4
- Phone: +353(0)1-4434843