



Little Blue Heroes Foundation

General Data Protection Regulation Policy

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1. INTRODUCTION

The purpose of this document is to provide a concise policy regarding the data protection obligations of Little Blue Heroes Foundation. The charity is committed to protecting the rights and privacy of individuals in accordance with the General Data Protection Regulation (the GDPR) and the Data Protection Act 1988 - 2018 (the DPA). The DPA compliments the GDPR and deals extensively with how the GDPR is enforced in Ireland. Throughout this policy 'Data Protection Laws' should be taken as referring to the GDPR, the DPA and any amending legislation. Data Protection Laws give rights to individuals about the privacy of their personal data. Data Protection Laws also place responsibilities on those persons holding and processing such data. Little Blue Heroes Foundation collects, stores and processes certain personal data in order to carry out its functions. Personal data means any information relating to an identified or identifiable living individual.

Processing covers a wide range of operations performed on personal data, including by manual or automated means. It includes:

- the collection,
- recording,
- organisation,
- structuring,
- storage,
- adaptation or alteration,
- retrieval,
- consultation,
- use,
- disclosure by transmission,
- sharing or otherwise making available,
- alignment or combination,
- restriction, and
- erasure or destruction of personal data.

This Data Protection policy provides information about the ways in which Little Blue Heroes Foundation collects, stores and uses personal data relating to individuals.

2. OUR DATA PROTECTION PRINCIPLES

Little Blue Heroes Foundation is committed to following and showing compliance with the following principles relating to the processing of personal data as set out in Data Protection Laws.



2.1 Personal data shall be:

- processed lawfully, fairly and transparently;
- collected for specific, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary for processing;
- accurate and, where necessary, kept up to date;
- kept in a form such that the data subject can be identified only as long as is necessary; and
- processed in a manner that ensures appropriate security.

2.2 Rights of individuals whose data is collected

Little Blue Heroes Foundation is committed protecting the rights of individuals as set out in Data Protection Laws to:

- access their personal data;
- correct their personal data;
- erase their personal data;
- restrict processing of their personal data;
- transfer their personal data;
- object to the processing of their personal data; and
- withdraw consent (where we are relying on consent to process data).

None of the rights mentioned above are absolute and certain situations may arise when individuals cannot enact them in particular circumstances. If this situation does arise the individual will be given a detailed explanation as to why.

2.3 Controller contact details

The data controller decides why and how the personal data is processed. In this instance Little Blue Heroes Foundation is the Controller for the personal data it processes. You can contact the Little Blue Heroes Foundation in a number of ways, which are set out on the contact page of our website.

2.4 Data Protection Officer Contact Details

Little Blue Heroes Foundation has appointed a Data Protection Officer. You can contact Data Protection Officer by e-mailing info@littleblueheroes.org

2.5 What is the Legal Basis for Processing of Personal Data by Little Blue Heroes Foundation

The legal basis for the processing of personal data by Little Blue Heroes Foundation is set out in our governing document and legislation under the Charities Act 2009 and why the processing is being carried out. Where Little Blue Heroes Foundation is processing personal data to carry out its legal functions, it must meet at least one of the requirements that are laid out in Article 6 of the GDPR. Each of these requirements and examples of them are expanded on below:



Article 6(1)(a)

The data subject has given consent to the processing of his or her personal data for one or more specific purposes. Consent is likely to be appropriate ground where an organisation wants to offer a real choice to individuals – for example, whether they want to receive newsletters. Organisations must give consideration when utilising consent as consent can always be withdrawn by the data subject.

Article 6(1)(b)

Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. The execution of a contract between two or more parties often involves some processing of personal data. This would include Little Blue Heroes Foundation processing the personal data of staff to ensure that they receive payment in line with their employment contracts.

Article 6(1)(c)

Processing is necessary for compliance with a legal obligation to which the controller is subject. For this section to be applicable any data processing must have a basis in EU or Irish law. A few examples of this would be sharing employee data with Revenue, processing data under money laundering regulations or disclosing data as a result of a court order.

Article 6(1)(d)

Processing is necessary in order to protect the vital interests of the data subject or of another natural person. The definition that is given for vital interest is “an interest which is essential for the life of the data subject or that of another natural person”. This means that we can only process data under this article in a life-or-death situation and when the processing is necessary for the survival of the data subject. This is likely to only be applicable in emergency situations. This can also be applied to large scale situations including the processing of personal data for humanitarian purposes including monitoring epidemics and their spread.

Article 6(1)(e)

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. For this section to apply the task of data processing must have a clear basis in law. In the case of Little Blue Heroes Foundation this would be required to be covered under certain sections of the Charities Act 2009 such as section 39 which requires Trustees to provide certain personal data for the registration process.

Article 6(1)(f)

Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child. Legitimate Interest would apply to data processing whenever an organisation uses personal data in a way that the data subject would expect their data to be used. The conditions of Legitimate Interest would apply when the processing isn't required by law, but there's a clear benefit to it, there is little risk of the processing infringing on the data subjects privacy and the data subject should reasonably expect their data to be used in that way.



Examples of this would include Little Blue Heroes Foundation giving an IT company access to its online platforms to ensure that the IT safeguards are sufficient and the proper safeguards are in place.

3. HOW DOES LITTLE BLUE HEROES FOUNDATION COLLECT PERSONAL DATA?

The type of Personal Data that Little Blue Heroes Foundation processes depends on the purpose and legal basis for processing that data. Little Blue Heroes Foundation will only process such Personal Data or special categories of data as is reasonable and necessary in order to carry out its objectives, functions and in carrying out these tasks will do so in the public interest. The categories of Personal Data processed depends on the business unit that is handling the data, as follows:

3.1 Family Liaison Committee

The Family Liaison Committee in the course of carrying out its functions with beneficiaries and nominees of beneficiaries may receive:

- Personal Data (including the name, address, date of birth, email address, contact number, place of work and bank account details); and
- Special category data (data concerning health/medical reports, parental consent, family relationships).

3.2 Policy, Governance & Compliance Committee

The Policy, Governance & Compliance Committee in the course of carrying out its functions may receive:

The Personal Data received includes, name, address, email address, contact number and date of birth. This Personal Data can relate to the process of developing policy, procedures, vetting of volunteers and reports to governing bodies such as the Charity Regulator. The Personal Data can also relate to the organisation's Trustees (or connected persons to the Trustees), Directors, Officers or members of staff, volunteers, donor, beneficiaries and current or former advisors.

3.3 Finance & Procurement Committee

The Finance & Procurement Committee in the course of carrying out its functions may receive:

The Personal Data from third parties, including stakeholders, beneficiaries, charity personnel, trustees, suppliers and auditors. The Personal Data received can include name, address, title, email address, bank account details and telephone numbers.

3.4 Fundraising & Corporate Affairs Committee

The Fundraising Committee in the course of carrying out its functions may receive:

The Personal Data received includes, name, address, email address, contact number and date of birth. This Personal Data can relate to the applicant and a third party relevant to the application of fundraising.

3.5 Public Relations Committee

The Public Relations Committee in the course of carrying out its functions may receive:



The Personal Data from third parties, including stakeholders, charity personnel, trustees, suppliers, media, journalists and other interested parties from the community. The Personal Data received can include name, address, title, email address and telephone numbers.

3.6 Human Resources Committee

The Human Resources Committee in the course of carrying out its functions may receive:

The Personal Data from charity personnel, trustees, volunteers, and other representatives acting on behalf of the charity. The Personal Data received can include name, address, date of birth, title, email address, telephone numbers and vetting information.

4. PURPOSE FOR PROCESSING PERSONAL DATA

The Little Blue Heroes Foundation functions and duties derive from its objectives under its constitution, and includes the following:

- assessing financial applications from beneficiaries ;
- assessing social programme applications from beneficiaries ;
- providing practical family support for beneficiaries;
- maintaining a customer relationship management of beneficiaries and stakeholders;
- maintaining and administering fundraising, financing and governance ;
- providing charity trustees/personnel/supporters with information about its news and events, training and seminars and e-learning opportunities;
- keep informed of research into the charity sector in Ireland;
- administering and improving its website and internal operations, including troubleshooting, data analysis, testing, research, and for statistical and survey purposes; and
- human resource purposes relating to employment and volunteerism

The Little Blue Heroes Foundation will also process personal data in the performance of its general function including the recruitment of staff, payment to staff, sharing employee personal data with tax authorities etc. GDPR seeks to ensure that Personal Data is processed lawfully, fairly and transparently, without adversely affecting the rights of the Data Subject.

5. WHO ARE THE RECIPIENTS OF PERSONAL DATA PROCESSED BY LITTLE BLUE HEROES FOUNDATION?

Little Blue Heroes Foundation takes all reasonable steps to ensure that our personnel protect your personal data and are aware of their information security obligations. We limit access to your personal data to those who have a business need to know it.

We may share personal data with trusted third parties, when we have lawful reason do so, including:

- Service providers for our registration system;
- Service providers for our IT system;



- Service providers issuing our E-zine or invites to events;
- Carrying out our necessary functions with other government agencies including Revenue, An Garda Síochána, Charities Regulator and the Companies Registration Office; and
- Financial Institutions for the processing of payments.

Before any personal data is shared the Little Blue Heroes Foundation ensures that the relevant data sharing agreements and safeguards are in place.

6. DATA RETENTION

Retention means how long we keep your personal data. The retention periods for personal data held by the Little Blue Heroes Foundation are based on the requirements of the data protection legislation and on the purpose for which the personal data is collected and processed. For example, in the case of complaints, Little Blue Heroes Foundation will retain personal data for as long as is necessary for the handling of the complaint and for any subsequent action that is required.

The retention periods applied by Little Blue Heroes Foundation to personal data which it processes are also, in certain circumstances, based on legal and regulatory requirements to retain information for a specified period and on the relevant limitation periods for taking legal action.

7. HOW TO ACCESS YOUR PERSONAL DATA

Among the rights given by the GDPR on Data Subjects is the right to get a copy of their Personal Data which is being processed by Little Blue Heroes Foundation. In order for Little Blue Heroes Foundation to find the Personal Data sought, you should make a written request with title Subject Access Request (“SAR”) to:

Data Protection Officer

Little Blue Heroes Foundation, 13 Oak Vale, Bailis Downs, Navan, Co Meath.

Please note: As we need to verify the identity of anyone making a Subject Access Request, you will need to give us specific forms of identification.

Your Subject Access Request will be responded to within one month of the date of receipt or, where difficulty arises in the verification of your identity, within one month of identity verification.

A Data Subject may also seek to have any of his or her Personal Data corrected. This will be done within 40 days of the request being made, provided there is reasonable evidence in support of the need for correction or erasure. You need to tell us what information is incorrect and what should replace it. We



will inform recipients to whom that Personal Data have been disclosed (if any), unless this proves impossible or has a disproportionate effort.

It is your responsibility to ensure that all of the Personal Data provided to us is accurate and complete. If any information you have given us changes, please let us know as soon as possible.

8. RESPONSIBILITIES

Any person (staff or contracted person) who processes personal data on behalf of Little Blue Heroes Foundation has a responsibility to comply with this data protection policy.

9. TRAINING AND AWARENESS


All charity personnel will receive briefings on this policy. New personnel receive briefings as part of their induction process. Awareness of this policy is compulsory.

10. CHANGES TO THE DATA PROTECTION POLICY

This Data Protection Policy is kept under regular review and is therefore subject to change.



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