

## **Disabled Christians' Fellowship Ireland (DCFI)**

### **Privacy Notice relating to personal information holding, control and use**

#### **Introduction**

Disabled Christians' Fellowship Ireland is a small unincorporated association. Our membership is made up of people with various physical and or learning disabilities. We are a not for profit body. We do not have any paid Officials. For the purposes of data protection law, DCFI is understood to be a 'data controller'. DCFI is required to adhere to the principles of the General Data Protection Regulation and understand best practice for managing information.

#### **What is personal information**

Personal information broadly means information that identifies a living individual and in DCFI may include a name and or address.

#### **Purpose of this Privacy Notice**

The purpose of this Privacy Notice is to explain how DCFI uses and protects personal information about its members.

#### **Why does DCFI hold this information**

DCFI holds information only because it is needed for the purposes of the legitimate interests pursued by DCFI. The information held is limited to that which is necessary, adequate and relevant so for example it is not necessary to hold a date of birth or health details. DCFI does not process any personal information on behalf of any third party.

DCFI does not have any automated data capture or electronic systems employed to analyse or manipulate data, all information is manually processed even if stored on a computer. Personal information is used to allow DCFI to communicate relevant business e.g. meeting agendas. This privacy notice sets down a record of the type of information held and the format in which it is held, controlled and or used. DCFI does not engage in any 'marketing' nor does it sell and or make any personal information available to third parties for marketing purposes.

#### **Description of Information holding, control and use**

**Members of the General Committee** – the contact details may, only if provided include some or all of the following:- name, address, telephone number, email address. In the main, information will be held by the Secretary and may be made available to other Committee Members to allow them to communicate with each other. This information may be held manually and or on a password protected computer and will be deleted when no longer required.

**Branch Members** – the name, address , telephone contact number of persons attending DCFI Branch rallies or holidays. This information may be held manually and or on a password protected computer.

**Financial information** – It may be necessary for the Treasurer to hold personal information e.g. to enable a payment to be made or in relation to Gift Aid and in such cases the information may be held for as long as financial records may require.

**Other Committees** – the contact details of persons appointed to serve on other ad-hoc Committees (if any, these persons may also be serving as members on the General Committee).

**Safeguarding Requirements** -- In the event of DCFI carrying out 'checks' on persons working with vulnerable adults, the relevant details must (by law) be shared with organisations involved in that process however, while GDPR does not apply in such cases, any information held by DCFI will be held securely.

**Website** – the DCFI website will contain only a limited amount of personal information. e.g. name and or telephone contact details of relevant persons within DCFI.

#### **For how long does DCFI keep information**

DCFI will only hold information for as long as it is necessary and the timescales will vary depending on how long persons remain active within DCFI. However a person may 'resign' at any time and have their information removed.

#### **Changes**

This Privacy Notice may be updated if and when required.

Disabled Christians' Fellowship of Ireland  
General Committee  
26 January 2019