



**Transformations** Ireland

P O Box 364

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BT20 9FD

Tel: 07841096571

Email: [info@transformations-ireland.org](mailto:info@transformations-ireland.org)

Web: [www.transformations-ireland.org](http://www.transformations-ireland.org)

## DATA PRIVACY NOTICE

### The Directors (Trustees) of Transformations Ireland Ltd

#### 1. Your personal data – what is it?

Personal data relates to a living individual (the “data subject”) who can be identified from that data. Identification can be by the information alone or in conjunction with other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

#### 2. Who are we?

The Directors of Transformations Ireland (contact details below) is the data controller. We determine how your personal data is processed and for what purposes.

#### 3. How do we process your personal data?

The Directors of Transformations Ireland comply with our obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide our voluntary services for the benefit of the public as specified in our constitution.
- To administer supporter records;
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To contact individuals when appropriate to do so;
- To inform you of news, prayer requests, events, and activities run by Transformations Ireland and by others.

#### 4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, and activities and process your gift aid donations and keep you informed;
- Processing is necessary for carrying out obligations under law (e.g. communication over HMRC Gift aid claims);
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

#### 5. Sharing your personal data.

Your personal data will be treated as strictly confidential. We won’t share your data with third parties without your consent.

## 6. How long do we keep your personal data?

We keep data in accordance with our very simple Data Retention Policy. Specifically, we retain contact data while it is still current, and gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Directors of Transformations Ireland hold about you;
- The right to request that the Directors of Transformations Ireland correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Directors of Transformations Ireland to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and, where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioner's Office (ICO).

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact us at:

Transformations Ireland  
P O Box 364  
BANGOR  
BT20 9FD

Phone: 07841096571

Email: [info@transformations-ireland.org](mailto:info@transformations-ireland.org)

You can contact the Information Commissioner's Office at:  
The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Phone: 0303 123 1113  
Web: [www.ico.org.uk](http://www.ico.org.uk)

## 10. What you can do now?

Where you have a genuine interest in our activities we would like to contact you in a variety of ways. If you are willing to receive such communications, please complete a Consent Form and return it to us. Also, provided it is properly noted and recorded we are permitted to accept verbal consent to receive communications.

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