**Safe Haven Ireland Data Protection Policy**

This Data Protection Policy provides information about the ways in which Safe Haven collects, stores and uses personal data relating to individuals.

### Data protection legislation

Safe Haven processes personal data in accordance with its responsibilities under the General Data Protection Regulation “GDPR”, in particular, Safe Haven ensures that personal data is processed in accordance with its key principles which requires that personal data shall be:

1. processed lawfully, fairly and in a transparent manner in relation to individuals;
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

### Personal data processed by Safe Haven

Safe Haven processes personal data for a number of different purposes which includes:

* updating partners and interested parties about our on-going activities;
* ensuring people can participate in a safe haven activity;
* keeping a record of donations made and by our supporters and our communications with them

The personal data that we process includes

* basic personal information, such as a data subject’s name / surname; date of birth; and where relevant, the organisation the data subject works for
* contact information, such as a data subject’s postal address, email address and phone number(s);
* any other personal data that is provided to Safe Haven during the course of its activities.

We only process special category data, where there is a clear and specific reason for doing so, such as where it required for an individual to participate a safe haven activity. Such special category data may include personal data relating to racial or ethnic origin; religious or philosophical beliefs; and data concerning health.

**How Safe Haven collects personal data**

Safe Haven may store personal data during the course of a phone call with a data subject in the form of notes, emails, hard copies of forms and through its interactions on social media such as Twitter, Facebook and Instagram.

### The legal basis for the processing of personal data by Safe Haven

All data processed by Safe Haven is carried out in accordance with the GDPR and in particular where:

* the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
* 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;
* processing is necessary for compliance with a legal obligation to which the controller is subject;
* 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.

Where Safe Haven processes sensitive personal data, it is only processed where

* the data subject has given explicit consent to the processing of those personal data for one or more specified purposes;
* processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

### Recipients of personal data processed by Safe Haven

We will only use your information within Safe Haven for the purposes for which it was obtained. Personal data is held confidentially and is not shared with any third parties, with the following exceptions:

* Where, with the data subject’s consent, we need to share your information with a partner or service provider who help us carry out our activities (e.g. a sail training partner). Safe Haven may also share your information when reporting to donors on our activities.

**How long will Safe Haven keep your personal information**

We will hold your personal information on our systems for as long as is necessary to fulfil our legal or regulatory obligations and for our operational purposes.

**Contact Us**

You may contact us if you have general questions or concerns about this Privacy Statement or the way in which we handle your Personal Data at [safehavenireland@gmail.com](mailto:safehavenireland@gmail.com)

If you are not satisfied by the way in which we address your concerns, you have the right to lodge a complaint with the Supervisory Authority for data protection. The supervisory authority in Ireland is the Data Protection Commissioner. The website is www.dataprotection.ie.