

# **Irish Red Cross**

## **Data Protection Statement**

### **Emergency Humanitarian Flooding Scheme**

Your privacy is important to us, and we are fully committed to keeping your personal information safe. This data protection statement is intended to provide you with information about the personal information we collect about you and how that information is used and shared. It also sets out your privacy rights. Please take a moment to familiarise yourself with our privacy practices so that you are fully aware of how and why we are using your personal data.

#### **1. Data Controller**

At the request of the Government, the **Irish Red Cross** has agreed to administer the **Emergency Humanitarian Flooding Scheme**. For the purposes of data protection laws, the **Irish Red Cross** in administering the Scheme is a **Joint Data Controller** with the **Department of Enterprise, Trade and Employment (DETE)**. This means that we have certain responsibilities when we process or “use” your Personal Data. Part of these responsibilities include that we provide you with information about your personal data. This information is set out in this Data Protection Statement.

#### **2. Our Data Protection Officer**

We have appointed a **Data Protection Officer, Mr. Marcus Keane** for you to contact if you have any questions regarding this data protection statement, our privacy practices or if you wish to exercise your data rights. Our Data Protection Officer can be reached by e-mail at: [dpo@redcross.ie](mailto:dpo@redcross.ie). We value your opinions. Should you have any questions or comments related to this data protection statement, please contact us at: [dpo@redcross.ie](mailto:dpo@redcross.ie).

#### **3. What is the Emergency Humanitarian Flooding Scheme?**

The **Emergency Humanitarian Flooding Scheme** is an ad hoc Scheme and requires a specific Government Decision to be activated. In other words, the Scheme will only be activated if a flooding incident occurs and the Government decides to provide emergency funding to contribute towards the cost of returning Business

premises and Community, Voluntary, sporting Bodies to their pre-flood condition. The Scheme is targeted at Small Businesses with up to 20 employees (whole-time equivalents) and also includes Community, Voluntary and sporting Bodies that have been affected by flooding and who **could not secure flood insurance through no fault of their own.**

The Scheme provides a once-off ex-gratia contribution towards the costs of returning business premises and community, voluntary and sporting bodies to their pre-flood condition, including for example, the replacement of flooring, fixtures, fittings and damaged stock. The Scheme will not provide a contribution to the loss of earnings or loss of business goodwill or for damage caused to pathways, outdoor arenas, car parks, etc.

### **Eligibility Criteria**

The full eligibility criteria for qualification for payment under the Scheme can be found on the **Irish Red Cross** website – see: [www.redcross.ie](http://www.redcross.ie).

### **Scheme Administration**

While funding for the **Emergency Humanitarian Flooding Scheme** is provided by the **Department of Enterprise Trade and Employment (DETE)**, the Scheme is **administered by the Irish Red Cross (IRC)**. The role of the Irish Red Cross is to advertise the Scheme, process applications received for funding under the Scheme and check eligibility criteria by validating certain information with **Local Authorities** and in certain cases with **Claims Assessors** who are specifically appointed by the Irish Red Cross. Where an application for funding is approved and meets the appropriate eligibility checks, a payment will be made via electronic fund transfer (EFT) to qualifying Businesses, Community, Voluntary or sporting Bodies.

#### **4. Information we will collect in relation to Emergency Humanitarian Flooding Scheme**

The **Irish Red Cross** will obtain personal data from you when you complete the application form to apply for funding under the Scheme.

This will include the following data sets:

- **Applicant Name, Business/Trading name, Community, Voluntary or Sporting Body name**
- **Business/premises address including Eircode**
- **Contact details** (e-mail address and phone number)

- **Bank Account Details**
- **Tax Registration Number**
- **Tax Clearance Certificate**
- **Insurance Details**
- **Business Category**
- **Business, Community, Voluntary or Sporting Body Legal Status**
- **Registered Charity Number (RCN) where applicable**
- **Total number of employees /directors/owners**
- **Signature**

The **Irish Red Cross** will also share certain **financial information** (amount of monies received under a claim) and other information with the **Department of Enterprise, Trade and Employment (DETE)**. This information will be used to ensure that the Department is meeting its obligations in complying with State Aid Rules (*de minimis* aid) and for reporting and auditing requirements. **It is important to note that this information may also be used for future auditing of the monies provided to you from the Emergency Humanitarian Flooding Scheme. Where an overpayment or ineligible payment has occurred based on false or misleading information, this process will involve the recovery of monies and may be subject to criminal sanctions.** Other information, including your Personal Data may be shared with **Claim Assessors** working on behalf of the **Irish Red Cross** depending on the amount of funding you have applied for under the Scheme, and with the **Local Authorities (LA's)** in your area who will be involved in claim validation processes.

##### **5. Why are we using your personal data?**

The **Irish Red Cross** will use the information, including personal data you have provided on your application form to administer the **Emergency Humanitarian Flooding Scheme** on behalf of the **Department of Enterprise, Trade and Employment (DETE)**. This information will be used to process your application form to see if you qualify for funding under the Scheme. In certain cases, we will also provide information to **Claim Assessors** that we have appointed to validate your damage claim depending on the amount of the contribution you are claiming under the Scheme. Information will also be provided to the **Department of Enterprise, Trade and Employment (DETE)** to meet statutory reporting and Scheme reporting and auditing requirements. In addition, your personal data will also be provided to **Local Authorities (LA's)** in your area who will be involved in claim validation processes.

## 6. What is our legal basis for using your personal data?

We are required by data protection law to indicate to you the legal basis which relates to our use of your personal data. These are (as relevant):

- Article 6(1)(e) [GDPR](#) - processing is necessary for the **performance of a task carried out in the public interest** or in the **exercise in official authority vested in the Controller** (in this case the Joint Controller is the **Irish Red Cross**) - section 5(1) of the Red Cross Acts, 1938 to 1954 and section 38 (1)(b) of the Data Protection Act, 2018.

## 7. Who has access to the data?

Staff in the **Irish Red Cross** with responsibility for administering the Emergency Humanitarian Flooding Scheme. We are also required to share certain data sets with the **Department of Enterprise, Trade and Employment (DETE)** for reporting and auditing purposes. The source of this information will originate from the details that you provided on the Emergency Humanitarian Flooding Scheme application form. **It is important to note that any overpayments or payments made in relation to inaccurate or false claims will be recouped and may be subject to criminal sanctions.**

Data provided on your application form may also be shared with relevant **Local Authority(ies)** in your area and **Claim Assessors** appointed by the Irish Red Cross to assist with the processing and validation of your claim.

Your personal data may also be shared by us with third parties to meet our legal obligations (including audit requirements), applicable regulation or other lawful requests.

## 8. Data storage and retention

We will not retain or use your personal information for any longer than is necessary.

Your data will only be retained for as long as it is needed to fulfil the purposes of the Emergency Humanitarian Flooding Scheme and for a period of up to **10 years from the date of the closure of the Scheme** in order to comply with legal and regulatory requirements (State Aid reporting requires us to retain certain information for 10 years).

## 9. International transfers

We do not transfer your personal data outside the [European Economic Area \(EEA\)](#).

## 10. Your data rights

You have certain rights under data-protection law in relation to how we use your personal information. You have the right, free of charge, to:

- Request a **copy** of the personal information we hold about you. You can do this by contacting our Data Protection Officer at: [dpo@redcross.ie](mailto:dpo@redcross.ie).
- **\*Rectify** any **inaccurate** personal information we hold about you. If your personal data is incomplete, you have the right to have data completed, including by means of providing supplementary information.
- **Restrict** processing of your personal information in certain limited circumstances (e.g. if you have contested the accuracy of your personal data, for a period enabling us to verify accuracy).
- Not be subject to a decision which is based solely on **automated processing** where that decision produces a legal effect on you or otherwise significantly affects you. We do not make automated decisions of this nature.

We may take measures to verify your identity. We will do this by reference to copies of acceptable identification documentation supplied by you.

## 11. Making a complaint

In the first instance, we would ask you to **contact us directly** if you have concerns about how we process your personal data. You can do this by e-mailing us at: [dpo@redcross.ie](mailto:dpo@redcross.ie).

You can also make a complaint to the [Data Protection Commission \(DPC\)](#) if you have concerns about how we process your personal data. You can do this by submitting an e-form on-line a copy of which is available at: [Data Protection Commission](#).

## 12. Changes to this Data Protection Statement

We may update this data protection statement from time to time. It is recommended that to visit the Irish Red Cross website to insure you are viewing the latest version of this statement.

**8th October 2024**