Irish Red Cross

Data Protection Statement

**Creeslough Community Grant Scheme**

Your privacy is important to us, and we are fully committed to keeping your personal and organisational information safe. This data protection statement is intended to provide you with information about the personal and organisational 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 and organisational data.

1. **Data Controller**

The **Irish Red Cross** is administering the **Creeslough Community Grant Scheme**. For the purposes of data protection laws, the **Irish Red Cross** in administering the Scheme is a **Data Controller.** This means that we have certain responsibilities when we process or “use” your Personal and Organisational Data. Part of these responsibilities [include that we provide you with information about your personal](https://dbei.gov.ie/en/What-We-Do/Supports-for-SMEs/Access-to-Finance/SME-Credit-Guarantee-Scheme/#COVID19CGS) and organisational [data. This information is set out in this Data Protection Statement.](https://dbei.gov.ie/en/What-We-Do/Supports-for-SMEs/Access-to-Finance/SME-Credit-Guarantee-Scheme/#COVID19CGS)

1. **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. We value your opinions.

Should you have any questions or comments related to this data protection statement, please contact us at: dpo@redcross.ie.

1. **What is the Creeslough Community Grant Scheme?**

Following the tragedy in Creeslough in October 2022, the Irish Red Cross received donations through the generosity of the Irish public and other donors. The majority of the monies received have been disbursed. However, there remains a residue of **€165,406** to be disbursed. Through consultation with key stakeholders, including the families of the bereaved, and the representatives of the Creeslough Community, the Creeslough Community Grant Scheme has been established to disburse the remaining monies. The Scheme provides a contribution to community based projects as set out in the Application Form available on the Creeslough Community Scheme webpage [LINK].

**Eligibility Criteria**

The full eligibility criteria for the Scheme can be found on the Irish Red Cross

**Creeslough Community Scheme** webpage – see: www.redcross.ie [EDIT LINK].

**Scheme Administration**

The Scheme is **administered by the Irish Red Cross (IRC)**. Decisions on funding will be made by an **Administration Committee** comprising members of the Irish Red Cross board and senior staff. A locally based representative Advisory Committee has also been set up to advise the Administration Committee, in respect of applications which may be funded. 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 applicants.

1. **Information we will collect in relation to the Creeslough Community Grant Scheme**

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

This may include the following data sets:

* + **Applicant Name, Name of Organisation/Group/Body/Association**
	+ **Applicant Address including Eircode**
	+ **Contact details** (e-mail address and phone number)
	+ **Bank Account Details**
	+ **Tax Registration Number**
	+ **Tax Clearance Certificate**
	+ **Insurance Details**
	+ **Business, Community, Voluntary or Sporting Body Legal Status**
	+ **Registered Charity Number (RCN) where applicable**
	+ **CRO number where applicable**
	+ **Signature (individual representative of applicant organisation)**

The **Irish Red Cross** may also publish certain **financial information** (amount of monies received under an application) and other information on our website(s)

for transparency purposes.

**It is important to note that this information may also be used for future auditing of monies provided to you from the 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 and Organisational Data will be shared with members of the **Administration Committee** and the locally based **Advisory Committee**.

1. **Why are we using your personal and organisational data?**

The **Irish Red Cross** will use the information, including personal and organizational data you have provided on your application form, to administer the **Creeslough Community Grant Scheme.** This information will be used to process your application form to see if you qualify for funding under the Scheme. It may also be used in published reports about the Scheme.

1. **What is our legal basis for using your personal and organisational data?**

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

* Article 6(1)(a) [GDPR](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX%3A32016R0679&from=EN) - the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

Application to the Scheme is by way of online form. When you complete the online form, you indicate your consent to have your data processed in line with this data protection statement

1. **Who has access to the data?**

Staff in the **Irish Red Cross** with responsibility for administering the Creeslough Community Grant Scheme, individuals who are on the **Administration Committee**, and the locally based **Advisory Committee.**

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

1. **Data storage and retention**

We will not retain or use your personal or organisational 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 Creeslough Community Grant 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.

1. **International transfers**

We do not transfer your personal or organisational data outside the [European Economic Area (EEA).](http://www.inis.gov.ie/en/INIS/Pages/eu-eea-countries)

1. **Your data rights**

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

* Request a **copy** of the personal and organisational information we hold about you. You can do this by contacting our Data Protection Officer at: dpo@redcross.ie.
* **\*Rectify** any **inaccurate** personal and organisational information we hold about you. If your personal and organisational data is incomplete, you have the right to have data completed, including by means of providing supplementary information.
* **Restrict** processing of your personal and organisational information in certain limited circumstances (e.g. if you have contested the accuracy of your personal and organizational 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.

1. **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 and organisational data. You can do this by e-mailing us at: dpo@redcross.ie.

You can also make a complaint to the [Data Protection Commission (DPC)](https://www.dataprotection.ie/docs/Home/4.htm) if you have concerns about how we process your personal and organisational data. You can do this by submitting an e-form on-line a copy of which is available at: [Data Protection Commission](https://forms.dataprotection.ie/contact).

1. **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 ensure you are viewing the latest version of this statement.

**8th November 2024**