



Data Protection Policy  
September 2018

Update

## Privacy Notice

### **Privacy Notice**

#### **Who Are We?**

The Fermanagh Trust is a charitable trust which supports community and voluntary endeavour. The Trust works with and supports initiatives across Ireland with a particular emphasis on supporting projects and people in County Fermanagh and its natural hinterlands.

The Trust provides funding, advice and support to community and voluntary organisations and communities. The Trust also develops and manages a range of community support and good relations initiatives. The Trust owns and manages Fermanagh House a social enterprise based in Enniskillen, which provides offices and meeting rooms to a range of organisations.

The Trust work is overseen by a voluntary Board of Trustees and currently employ twelve staff.

The Fermanagh Trust is committed to protecting and respecting your privacy. This privacy notice explains why we collect information from people and how we use it. We are both a data controller and a data processor in the context of the General Data Protection Regulations which come into effect in May 2018. Our registered office address is Fermanagh House, Broadmeadow Place, Enniskillen, Co. Fermanagh, BT74 7HR

The Fermanagh Trust is registered with the Charity Commission NIC 102726 and with the Information Commissioners Office ZA 245637

## What Personal Information Do We Collect?

Personal information is collected for legitimate business interests only. Information we collect may include: your name; address; telephone number; email address; and postcode. We may also collect the following for Trustees and staff members: date of birth and National Insurance number.

## Bases and Purposes of Processing

Outlined below are different bases upon which we process personal information collected from different categories of individuals and the purpose of the processing.

If you are a Fermanagh House service user and/or a beneficiary of our funding, advice and support; community support services we will collect and process personal information from you on the basis of legitimate interest. We have identified our legitimate interest as providing you with grants, guidance, support and related service you have requested and which is within our remit and function as a charity. We only collect the personal data of the people who have booked Fermanagh House or requested our support in order to provide it and we will use your personal data only as you might reasonably expect us to. This may include contacting you by letter; email; or telephone about your request for support and guidance and related matters. We will not share your personal data with any other organisation.

We undertake ongoing research on the effectiveness of and demand for our services - we thus retain historical data on our work, but your identifiable personal information does not feature in this, only the subject matter.

If you are member of our Board of Trustees we will collect and process personal information from you on the basis of **legal obligation**. The purpose of this processing is charity governance and it is a regulatory requirement for us to provide some personal information to a range of bodies including HMRC and the Charity Commission NI.

If you are an employee we will collect and process personal information from you on the basis of the contract of employment you have with us. The purpose of the processing will include payroll, training and other personnel functions. Recipients of employee personal data will include HMRC, pension providers and funders. This information is filed by the Finance Manager who is responsible for payroll.

In light of the Fair Employment Act (NI) we recently determined to begin collecting and monitoring equality related information regarding the Trust's employees. Whilst we are not currently obliged to register with the Equality Commission, we do consider that it is good practice and demonstrates our commitment to promoting equality. All personal information collected is used exclusively for monitoring and will remain confidential.

If you apply for a job with us (a job applicant) we will process the personal information you provide on the basis that you might soon enter into a **contract** with us as an employee. The purpose of the processing is to contact you about the vacancy, progress your application and to assess your suitability for the post. Only our staff and recruitment panel (upon which our Board of Trustees is represented) will have access to this data and it will not be shared with anyone else. We will destroy all job applicants' personal information and job applications six months after the recruitment exercise has ended.

### **Retention Schedule**

We will retain personal information for as long as is required by law or for as long we consider it necessary for our legitimate business purposes.

### **Technical and Organisational Security Measures**

Personal information we collect from you is stored in hard copy or electronic format at our registered office.

Only Fermanagh Trust staff have access to and are authorised to view and process your personal information.

### **Data Controller**

Lauri McCusker the Trusts Director is the organisations Data Controller and takes lead responsibility on who controls and is responsible for the keeping and use of personal information on computer or in structured manual files.

For any queries regarding our privacy notice contact;

Lauri McCusker, Director, The Fermanagh Trust

028 66 320 210

[lauri@fermanaghtrust.org](mailto:lauri@fermanaghtrust.org)