

DATA PROTECTION INFORMATION FOR VOLUNTEERS

BE CAREFUL HOW YOU USE OTHER PEOPLE'S DATA

- Keep information confidential
- Collect only the information that you need
- Keep paper and electronic files secure
- Dispose of documents confidentially
- If a problem arises and if you lose, misplace or disclose personal data, immediately seek help



INTRODUCTION

You have a very important role as a volunteer with the Diocese or with a parish in the Diocese. While carrying out your duties, you may have access to personal information about parishioners, staff, those who donate to us, fellow volunteers and others. We have a responsibility under data protection law to keep information about these individuals safe and secure. We kindly ask you to read this information regarding your obligations under data protection law so that we can work together to protect everyone's information.

In addition to this, when you volunteer with a Diocese or parish, you will be asked to give some of your personal data to us. We will need this to communicate with you and for other administrative and legal purposes. These guidelines will also give you more information about how the Diocese or parish treats your personal data.

OTHER PEOPLE'S PERSONAL DATA

We kindly ask you to take the following precautions regarding other people's personal data:

(i) Keep Information Confidential

You will be asked to sign a confidentiality agreement when you start volunteering with the Diocese or parish. This will either be a separate one-page document, or it may be included in your volunteer application form. This document will ask you to:

- Keep information private: Please do not share other people's personal information with friends, family, on your personal social media accounts or with individuals outside the Diocese or parish.
- Keep discussions private: Avoid discussing sensitive details about individuals in the Diocese or parish in public areas where you might be overheard.

(ii) Collect Only What You Need

You may be required to collect other individuals' personal data as part of your role with the Diocese or parish. This may happen if you are responsible for arranging rotas for Ministers of the Word or Ministers of the Eucharist, or for overseeing envelop collection and delivery. If this is part of your role, please ensure that you only gather personal details (such as names, phone numbers, or emails) if it is strictly necessary.

(iii) Keep Information Secure

- Avoid personal devices: Do not store personal information, including names, contact details and photographs of parishioners or others on your personal phone or computer unless explicitly authorised to do so by the Diocese or parish.
- Lock your screens: If you use a computer or tablet, never leave it logged in or unattended.
- Secure physical paperwork: Keep paper files, sign-in sheets, or forms face down and store them in locked cabinets when not in use.
- Use strong passwords: Make sure your password is a combination of upper and lowercase letters, numbers and symbols. Do not share your passwords with anyone else, including other volunteers.
- Ensure no one else has access to your email inbox: Do not use shared email accounts unless explicitly authorised to do so by the Diocese or parish.

(iv) Dispose of documents confidentially

- Shred when finished: Dispose of paper records containing personal data using a secure shredder, never in a standard bin.

(v) Know What to Do If Things Go Wrong

- Report mistakes immediately: If you lose a device, misplace a sign-in sheet, or send an email to the wrong person, **this will require immediate action by you**. Please report it to your Diocesan or parish contact right away. If the person you usually deal with in the Diocese or parish is unavailable, please contact the Diocesan Office, and particularly, the Diocesan Data Protection Officer.
- Do not panic: Quick reporting helps us fix data breaches before they cause harm.

As a volunteer you have a role to play in keeping the personal data of those who interact with the Diocese or parish secure. Please ensure that you keep the personal data of others safe. If you have any concerns, seek assistance from your Diocesan or parish contact or the Diocesan Data Protection Officer

YOUR PERSONAL DATA

When you apply to volunteer in the Diocese or in a parish in the Diocese, you are required to provide personal information to us. We are committed to protecting the privacy of this personal data and we wish to give you some information about how we collect and use this data.

The type of personal data which you provide to us will depend on the type of role you are volunteering for. It may include: (i) name and contact details; (ii) next of kin information; (iii) vetting information; and (iv) photos or videos of you (where you consent).

We need this information to carry out administrative tasks in relation to your work with the Diocese or parish and to comply with legal and health and safety obligations.

We take steps to ensure the privacy and confidentiality of your data. It is generally only accessed by those within the Diocese or parish who need to have access to it and it is stored securely. There may be limited circumstances when we are legally required to disclose information to third parties, for example, An Garda Síochána or other regulatory agencies.

For further information please see the Volunteers Data Privacy Notice and the Vetting Subject Privacy Notice which will be made available to you. You may also consult the Diocesan Privacy Policy at <https://cashel-emly.ie/privacy-policy>

If we can help in any other way regarding our data protection obligations, please contact any member of the Diocesan or parish team or the Diocesan Data Protection Officer and we will be happy to assist.

IN SUMMARY

- Treat other people's personal data confidentially and take steps to guard against unauthorised disclosure or loss.
- Only collect information that you need from other volunteers or parishioners.
- Dispose of information confidentially.
- If a problem arises, seek assistance from your Diocesan or Parish contact or the Diocesan Data Protection Officer.
- If you have any queries about how the Diocese or parish uses your personal data, please let us know.

Contact

Diocesan Data Protection Officer

Email: dpo@cashel-emly.ie

Or the Diocesan Office