



## **Rare Ireland Privacy Policy**

Privacy Policy Rare Ireland, we are committed to protecting your privacy. This Privacy Notice (“Notice”) provides you with information concerning our practices and procedures as they relate specifically to information we collect at this website or which you may provide to us in other ways. You can browse most of our website without giving us any information about yourself. But sometimes we do need information to provide the services that you request. If you have additional questions or would like further information on this topic, please feel free to write to us at [legan@rareireland.ie](mailto:legan@rareireland.ie). By visiting this website, you are accepting the practices described herein. We may update this Policy from time to time, so please check this Policy periodically for changes. Summary:

- We respect your personal data.
- We will store it securely.
- We will only share your personal data for specific reasons as outlined below.
- We will delete it when you ask us to.
- We may send you content we think is relevant or interesting to you but will stop contacting you when you ask.

### **Collecting Your Personal Information**

We do not collect any personal information about you unless you choose to provide it to us voluntarily. We define “personal information” as information that personally identifies you or allows us to contact you. Such information might include your phone number, name, or email address. Generally, this information is requested when you are asked to register before subscribing to membership, e-mail newsletters, completing an online survey, viewing resource information, or when requesting information about or purchasing Rare Ireland products and services. If you encounter a screen or page on our website that requests information you do not want to share with us, do not enter the information and do not proceed with that screen or page.

### **Obtaining Data from Third Parties**

In line with standard practice in marketing and fundraising, we may acquire data from third parties such as fundraising websites. These third parties will have undertaken measures to ensure they have obtained this data fairly from you and in compliance with Data Protection laws.



## **How and Why We Use Your Personal Information**

If you do provide us with personal information, we will only use it for the purposes described where it is collected. Specifically, we may use your personal information in the following ways:

1. to make this website easier for you to use by not making you enter your personal information more than once;
2. To help you quickly find information on Rare Ireland software, services and customer support.
3. To help us create and deliver content most relevant to you.
4. To keep you informed about our activities, news and events
5. To process payments, donations, fulfil online orders, and confirm transactions
6. To alert you to product upgrades, special offers, updated information, and other new services from Rare Ireland.
7. To process your job or volunteer placement applications.
8. To respond to your queries and information requests.
9. To register your subscription to a mailing list(s) and newsletter(s)
10. To administer donations and supporter records Rare Ireland will process your personal data based on the following grounds:
  - Your consent – where processing is based on your consent, you have the right to withdraw that consent
  - Where it is necessary for the performance of a contract.
  - Where it is necessary for compliance with a legal obligation to which we are subject.
  - Where it is in our legitimate interest to.
  - administer and record your donation and to keep a record of your relationship with us;
  - provide you with information about any fundraising activities or campaigns that you have an interest in.
  - provide you with information necessary for any training, workshop, or event you sign up for.
  - assess employee and volunteer applications and recruit employees and volunteers.
  - follow up with your queries.

## **Sharing your Data**

We will not sell, license, transmit, or disclose your personal information outside of Rare Ireland or its affiliates without notice to you unless:

1. You expressly authorise us to do so
2. It is necessary to allow our service providers, representatives, or agents to provide services for or to us



3. It is necessary to provide our products or services to you
4. It is necessary to protect and defend the rights or property of Rare Ireland
5. It is necessary to act in urgent circumstances to protect the personal safety of Rare Ireland customers, visitors to Rare Ireland’s website, or the public
6. Otherwise, as we are required or permitted by law.

### **Promotional Emails**

We may send you e-mails with promotional offers, special event information, newsletters, or other messages. If you would no longer like to receive such e-mails from us, please follow the “Unsubscribe” instructions at the end of each email or contact us at info@rareireland.ie. Your e-mail address will be removed from our marketing list. Please allow us a reasonable period of time in order to satisfy your request, as some promotions may already be in process. We commit to removing all personal data within 30 days in line with the GDPR.

### **Email**

We appreciate your questions and comments about our website and services and welcome your email messages to the mailboxes listed on our website. We will share your messages with those within our organisation who may be able to address the issues contained in your message. We will keep a copy of your message until we have had an opportunity to address your concerns. We may archive your message for a certain period of time or discard it, but your email message will not be used for any other purpose.

### **Security of your Personal Information**

We restrict access to personal information collected about you at our website to our employees, our affiliates’ employees, those who are otherwise specified in this Policy, or others who need to know that information to provide services to you or in the course of conducting our business operations or activities. While no website can guarantee security, we maintain appropriate physical, electronic, and procedural safeguards to protect your personal information collected via the website. Payments are encrypted using Secure Sockets Layer (“SSL Software”) or via PayPal or Stripe. We protect our databases with various physical, technical and procedural measures and we restrict access to your information by unauthorised persons. We also advise all Rare Ireland volunteers about their responsibility to

protect customer data and we provide them with appropriate guidelines for adhering to our company’s business ethics standards and confidentiality policies. Inside Rare Ireland, data is stored in password-controlled servers with limited access. Your data will only be stored in the EU.



### **Links to Other Websites**

For your convenience, we may provide links to other websites and web pages that we do not control. We cannot be responsible for the privacy practices of any websites or pages not under our control and we do not endorse any of these websites or pages, the services or products described or offered on such sites or pages, or any of the content contained on those sites or pages.

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Date: 16/02/2024

Review date: on or before 16/2/2025