



## UCDVO Privacy Notice

### Who are we?

This privacy notice is for University College Dublin, Belfield, Dublin 4, Ireland, in particular for UCD Volunteers Overseas (UCDVO). You can contact us at Zoe Liston at [zoe.liston@ucd.ie](mailto:zoe.liston@ucd.ie)

The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any personal information which you provide to UCDVO will be treated in accordance with Irish and European Data Protection legislation. All UCDVO staff have undergone relevant GDPR training.

### Why and how do we collect and process the information and for how long do we keep it?

We collect your personal data on the basis of **consent** for the purpose of operational, administrative and health and safety purposes and for reporting to donors, such as Irish Aid.

For our Volunteer Programme we will collect the following types of personal data: name, date of birth, email address, phone number, address, gender, nationality, next of kin, passport and relevant health data only for overseas travel. We will retain the data for the duration of the programme. After the completion of the programme, we request your consent to retain only your name, email and area of study on our records. You reserve the right to withdraw your consent after the completion of the programme.

For the purposes of our evening course, we collect the following types of personal data: name, date of birth, email address, phone number, gender and nationality. After the completion of the course, we request your consent to retain only your name, email and area of study on our records. You reserve the right to withdraw your consent after the completion of the course.

In order to participate in our Volunteer Programme or evening course, this personal data is a requirement for operational purposes for the duration of the programme or course.

## Who has access to the information and who we share it with?

**Internal access:** The personal data collected from you will be accessed by the relevant UCDVO staff members. Team Coordinators and Clinical Tutors will have access to limited information such as contact details for communication purposes. Relevant health information will be password protected by a UCDVO staff member and would only be shared with the relevant team coordinator for health and safety purposes.

**External access:** UCDVO will not share data with third parties except where necessary for operational purposes as part of the volunteer programme (e.g. arranging travel etc.) or health and safety purposes. If you are a participant in our evening courses, UCDVO will share your email address with Comhlámh our GCE partner and if you are a participant in our Volunteer Programme we may share some details with overseas partners as part of operations relating to travel administration and health and safety.

## What are your rights?

The right to be informed  
The right to access information  
The right to rectification  
The right to erasure  
The right of restriction

To help you identify what other rights the individuals you engage with have, read '[Rights of Individuals under the General Data Protection Regulation](#)'.

If you have concerns about your rights as a participant, you can contact UCDVO by email [zoe.liston@ucd.ie](mailto:zoe.liston@ucd.ie) or the UCD DPO by email [gdpr@ucd.ie](mailto:gdpr@ucd.ie).

If you are not satisfied with UCDVO's response or believe we are not processing your personal data in accordance with the law, you can complain to the Irish Data Protection Commission. For more detail see: <https://www.dataprotection.ie/>