



## PRIVACY NOTICE

Last updated October 2021

Eurorelief is a registered Greek NGO (ΥΠΥΤ/41/ΚΤΠ). We respect your rights under the General Data Protection Regulation (GDPR) and apply them to how we process your data.

### These rights are:

1. You need to be informed about how we collect, store and use your personal data
2. You can access the data we hold about you
3. If we have got your data wrong, you can correct us
4. You can have your data deleted, once this does not breach our legal requirements or legitimate business interests
5. You can restrict what data we process about you
6. You can obtain and reuse your data for your own purposes across organizations
7. You can tell us if you don't like the way we process your data
8. You have the right to be protected against the risk that a potentially damaging decision is taken by automated means.

We process data on the basis of your consent, our legal obligations and legitimate business interests under the GDPR (Rule 679/2016) which is the legal framework in the EU. We do not subject data to automated decision making.

### **How do we collect data?**

We obtain personal information from you via:

- direct interactions: when you enquire about our activities, engage in an activity with us, make a donation, register through one of our sites or at an event, or otherwise give us your personal information.
- cookies: our website uses minimal cookies (for more information, see "Cookies" below).
- third parties: we may from time to time obtain personal information about you from third parties. We will only collect personal information from third parties if they have obtained that information in a legal and proper way, for the purpose of background check of our volunteers.

## **What data do we collect and store?**

We collect the following:

- Your title, name, email address, mailing address, phone number. This is so we can inform you about Eurorelief events, updates and partnership opportunities and thank you for your involvement.
- In some cases, AFM, AMKA numbers. This is to claim tax back on donations. Only the Eurorelief financial personnel see this data so they can file for tax reclaims.
- Financial transaction details including details about payments and donations from you and historical transaction data.
- Passport numbers, photo, your date of birth, GP health clearances, travel details, dietary requirements and room preferences, if you register to volunteer with Eurorelief, for which we need this information, especially for access to restricted areas.
- HR information. If you work or volunteer with Eurorelief or apply to do so, we will collect the relevant data, which may include contact details, an application form, references and a health clearance.
- Your communications preferences.

## **How we use your information:**

We will generally use your personal information when it is needed to provide you with goods or services, or to process financial gifts or comply with our legal obligations. The personal information we collect allows us to inform you on what is happening in Eurorelief, send you updates and information about upcoming events, and send you our thanks for your involvement.

You can unsubscribe at any time by writing to [info@eurorelief.net](mailto:info@eurorelief.net) . [Please let us know whether you wish to unsubscribe from postal or email communication, or both.](#)

Generally, we will not disclose or share your personal information with anyone outside Eurorelief without your permission. However, we may need to use or share your information with some third parties, including our external financial auditor, Revenue and with the legal authorities for the volunteer registration required by the local authorities. Otherwise, we will not share your personal data outside of Eurorelief without your permission.

The table below describes each of the ways in which we use your personal information, the types of personal information that we use and the legal basis that applies to that use. Where the legal basis is legitimate interest, we have completed a Legitimate Interest Assessment, which sets out some further details.

<b>Data</b>	<b>Processing</b>	<b>Legal Basis</b>	<b>Legitimate Interest Assessment/ Legislation</b>
Volunteer Contact Data	Initial and ongoing contact; accommodation, Badge for access to camp	Legitimate Interest	LIA
Volunteer Medical Data	Emergency response	Consent	where consent held
Volunteer Payment Data	Collection of donations, transport, accommodation	Contract	----
Volunteer Emergency contact	Emergency response	Legitimate Interest	LIA
Volunteer Proof of ID	Access to camp	Legal Basis	To comply with authorities of the Camp Management
Volunteer background check/ or Volunteer Background Declaration	To be allowed access to vulnerable people, to be a caseworker	Legitimate Interest	LIA
Employees contact info, bank details, medical records	To process paychecks, benefits, tax status	Contract	----
Third-Party Organizations	To deliver goods and services	Contract	----
Volunteer Drivers License, email	Driving vehicles for transporting volunteers and NFI (Non food items)	Consent	Where consent held
Volunteer Incident Form, Volunteer feedback	To process feedback on personal wellbeing	Legitimate Interest	LIA

### **Protection of Personal Information:**

Eurorelief takes the security of your personal information very seriously. We have put in place appropriate security measures to protect your personal information from being accidentally lost, misused or accessed in an unauthorized way, altered or disclosed. These include technical, administrative and physical security measures to ensure that any information we collect is stored and processed securely.

We have contractual provisions requiring all third party service providers to respect the security of your personal data and to treat it in accordance with our data protection policy and all applicable laws. We will not allow third party service providers to use your personal information for their own purposes and they will only be allowed to process your personal data in accordance with our instructions.

#### Retention Period:

Any personal information is kept only as long as the law requires and within reasonable time limits after the end of contract or participation end dates.

#### Cookies:

Our website uses minimal required cookies by the host provider. A cookie is a small data file that certain websites write to your hard drive when you visit them. The only personal information that a cookie can contain is information you supply yourself. You can find out more about cookies at [www.allaboutcookies.org](http://www.allaboutcookies.org).

#### Retention of Personal Information:

Eurorelief wants to make it easy for you to keep your personal information accurate and up to date. We will retain your information for the period necessary for the purpose for which it was collected.

#### Access to Personal Information:

We will provide you with reasonable access to your data for any purpose including to check its accuracy or to have it deleted, so long as we do not need to retain it by law or for legitimate business purposes.

Access, correction or deletion requests can be made to [info@eurorelief.net](mailto:info@eurorelief.net) .

#### **Changes to this Privacy Policy:**

This privacy policy is effective as of September 2019. Please refer back to it on a regular basis as we may update it from time to time, in line with the GDPR.