



## **Privacy statement**

|                              |                                                                                                                     |
|------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Functional Area:             | IT, Legal, Human Resources                                                                                          |
| Owner:                       | Chairman and Chief Executive Officer                                                                                |
| Approved by:                 | Board of Directors                                                                                                  |
| Date of review and approval: | 14 <sup>th</sup> October 2020                                                                                       |
| Version:                     | Version 3                                                                                                           |
| Date of next review:         | By 31 <sup>st</sup> December 2021                                                                                   |
| Applicable to:               | General Public and All Valid Nutrition Employees and Associates                                                     |
| Related Documents:           |                                                                                                                     |
| <b>Policies:</b>             | Code of Conduct and Business Principles<br>Cookies Policy<br>Data Protection Policy<br>Personal Data Breach Toolkit |
| Contact:                     | Communications Manager – Mary Doyle                                                                                 |

### **Statement of Intent**

Valid Nutrition - a company limited by guarantee, registered in Ireland (company number 452781), with Charity Regulation Authority number (20065737), and with charitable status for trading purposes from the Irish Revenue Commissioners (charity number CHY17583); and a registered office at Cuibin Farm, Derry Duff, Bantry, Co. Cork, Ireland - is committed to protecting and respecting your privacy.

This statement sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting our website at [www.validnutrition.org](http://www.validnutrition.org) you are accepting and consenting to the practices described in this statement.

For the purpose of the **General Data Protection Regulation ("GDPR")**, the data controller is the entity defined as Valid Nutrition - as defined above.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that they have their own privacy policies and that we do not accept any responsibility or liability for these policies.

Please check these policies before you submit any personal data to these websites.

### **Personal information we may collect about you**

We may collect and use the following data about you:

#### **Personal information you give us**

You may give us information about you, when you enquire about our activities, fill in forms on our website - [www.validnutrition.org](http://www.validnutrition.org) - or correspond with us by phone, e-mail or otherwise provide us with personal data. This includes, but is not limited to, information you provide when you share information via websites which we manage. The information you give us may include your first name, surname, postal address, e-mail address, phone number, date of birth, financial and/or credit card and debit card information, your personal preferences about being contacted, your comments about our services and your photograph.

#### **Cookies**

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a positive and relevant experience when you browse our website and also allows us to improve our site and its functionality. For detailed information on the cookies we use and the purposes for which we use them, see our Cookie policy.

#### **Our use of your personal data**

We will use this information for a number of operational purposes, including, but not limited to:

- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information and services that you request from us;
- to provide you with information about other opportunities to support Valid Nutrition where you do not object to receiving such information;
- to further our charitable aims, including for fundraising activities, where you agree to receive such information.

#### **Disclosure of your information**

We may share your personal information with any member of our group of organisations, as defined in the Companies Act 2014.

We may share your information with selected third parties including:

- Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you.
- Analytics and search engine providers that assist us in the improvement and optimisation of our site.
- We may disclose your personal information to third parties in the following circumstances:
  - In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
  - If any Valid Nutrition entity or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
  - If we are under a duty to disclose or share your personal data in order to comply with any legal obligation and other agreements; or to protect the rights, property, or safety of any of the Valid Nutrition entities, our customers, our service recipients or others. This includes exchanging information with other companies and organisations for the purposes of national security, fraud protection and credit risk reduction.

### **Where we store your personal data**

By submitting your personal data for such purposes, you agree to this transfer, storing or processing. Valid Nutrition will take all reasonable steps necessary to ensure that your personal data is processed securely and in accordance with this Privacy Statement.

All information you provide to us is stored on secure servers. Any payment transactions will be encrypted using SSL technology and are processed by GDPR compliant data processors.

Unfortunately, subject to the previous paragraphs, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted via our site; any transmission is ultimately at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access to, or unlawful processing or disclosure of, such data.

### **Your rights with regard to your information**

You have rights under Irish Data Protection legislation, with regard to our processing of your data. You can exercise these rights at any time by contacting us via email at [DPO@validnutrition.org](mailto:DPO@validnutrition.org) or in writing at: The Data Protection Officer, Valid Nutrition, Cuibin Farm, Derry Duff, Bantry, Co. Cork, Ireland.

You have the right to be informed about any personal data which we hold which relates to you, including how we acquired such data, and the purposes for which it is being used. This right requires that you will be given a copy of your personal data which you may have supplied to us via our website or in other correspondence and interactions.

To exercise this right, you must make your request in writing, posting it to our address as specified and including with the request, a copy of your passport and a copy of a utility bill which will verify your address. No fee is required for this service. A request will be dealt with as soon as possible and we will respond to your request within one month from the date on which your request was received.

You have the right to have inaccurate personal data corrected. If you discover that we hold inaccurate personal data about you, you have a right to instruct us to correct that information. Such an instruction must be in writing and must contain evidence of the correct information. We will respond as soon as possible, and in any event within one month from the date on which your instructions are received.

We will also share your corrective instructions with any organisation with whom the incorrect information has been shared in the 12 months prior to the date of your instructions.

In certain circumstances, you have the 'Right to be Forgotten'. This means that you can request that Valid Nutrition removes any and all references to you from our records and systems. We will comply with all such requests in a timely manner, as required by the Data Protection Regulation, unless other operational or legal obligations require us to retain such data for a particular purpose or period of time.

You have the right, at all times, to object to processing of your personal data which you find intrusive, excessive or unwarranted. Valid Nutrition will respect your right to do so, but may need to continue such processing where required to do so by law, or within the terms of an existing contractual arrangement.

### **Changes to our privacy statement**

Any changes we may make to our privacy statement in the future will be posted on this page. Please check this Privacy Statement occasionally to see any updates or changes to our privacy statement.

### **Contact**

Questions, comments and requests regarding this privacy statement are welcome and should be addressed to: The Data Protection Officer, Valid Nutrition, Cuibin Farm, Derry Duff, Bantry, Co. Cork, Ireland or by email to: [DPO@validnutrition.org](mailto:DPO@validnutrition.org).