



Sponsor Engagement Letter

Tuam Cancer Care complies with the requirements of the General Data Protection Regulation 2018 and the Irish Data Protection Act 2018.

The data which you have provided to us will be held on a password protected computer database and paper files for the purpose of contacting you in relation to upcoming events and inviting donations. The data will be processed only in ways compatible with the purposes for which it was given and is outlined in our Data Privacy and Security Policy. We would like to keep you informed of any upcoming events provided by us or associated organisations which we think may be of interest to you. We would like to contact you by letter, e-mail or telephone call. If you would like to receive such information, please complete the consent and permission statements contained in the Fundraising Proposal form.

You have the right at any time to request a copy of any personal data within the meaning of the GDPR that our office holds about you and to have any inaccuracies in that information corrected. Please contact us at support@tuamcancercare.ie if you have any concerns about your personal data.

We enclose herewith a copy of our privacy statement, along with a copy of our privacy and security policy for your information

FUNDRAISING PROPOSAL FORM

Thanks so much for your interest in fundraising for Tuam Cancer Care – we really appreciate your support.

Tuam Cancer Care values the contribution of members of the public who generously give their time and fundraise for the organisation. As an organisation we encourage all fundraisers to notify Tuam Cancer Care in advance of the event, so support and assistance can be provided.

Please take the time to have a read of our guidelines, before completing the form with as much information on your fundraising plans as possible, and return it to us either via email to fundraising@tuamcancercare.ie or by post to Fundraising, Tuam Cancer Care, Cricket Court, Dunmore Road, Tuam, Co Galway.

When we have received this completed form, we'll contact you to talk through your plans. Once we've approved your fundraiser we'll send you a Fundraising Authorisation Letter.

Fundraising Guidelines

Fundraiser management: We are delighted to offer you advice and guidance around planning your event, however the overall running of your fundraiser including PR, event management and expenses are your responsibility.

Fundraiser PR: Please inform us, in advance, of any PR you are planning to do.

Logos: If you would like to use our logo, we will send you a high resolution version, just ask!

'In Aid Of': Please don't use our name in the title of your fundraiser e.g. *Tuam Cancer Care Fashion Show*, as its best to say we are the beneficiary of the proceeds raised. For example *'Fashion Show in aid of Tuam Cancer Care'*, looks and sounds much better.

Proofing materials: A final proof of your promotional materials which have our logo / name on it must be sent to us for final approval.

Sponsors: Please let us know of approaches / requests you plan to make to companies for sponsorship or for prizes / draws etc. Just in case we have asked them for something too!

CD's / Calendars / Event Tickets / Sales based fundraisers: If you're planning to produce and sell CD's, Books, Calendars etc. or to sell tickets as your fundraiser you are solely responsible for their promotion and selling. We don't sell such items and they are not permitted to be sold in our drop in centre. We also don't take any liability for any financial loss that may arise from their production.

Branded Items: We have a limited number of fundraising branded items we will be happy to send you to help with your fundraising (sponsor cards, posters, t shirts etc.) if they are in stock.

Meetings: in order to maintain client confidentiality we would appreciate if meetings/ event discussion are pre-arranged, by calling 093 28522 or emailing fundraising@tuamcancercare.ie.

Facebook/Website: we are happy to advertise events on our social media pages once we have approved it.

Financial & Legal guidelines

Legal: All your fundraising activities must be in accordance with all applicable laws.

Insurance: Tuam Cancer Care insurance does not extend to volunteer events – we recommend you seek independent insurance advice.

Permits: Some fundraising involving either cash, or non-cash collections from the general public may require a Garda permit, for which you can apply at your local Garda station. Don't hesitate to contact us if you have any queries.

Door-to-Door fundraising: We would prefer that door to door fundraising is not carried out in aid of Tuam Cancer Care.

Cash handling: To ensure you limit risk, at least two people should be involved with counting, handing over or banking of the proceeds raised.

Handing over funds raised: It would be great if all funds raised could be given to us within 30 days of your fundraiser taking place. Let us know if it's going to take a bit longer than that.

Submitting this form: Please complete and submit this form at least a month in advance of your fundraiser, giving plenty of time for us to help you out!

Tuam Cancer Care Fundraising Proposal Form

Please fill in as much detail as you can

Contact Details			
Name:			
Email:			
Tel (Mobile)		Tel(Other)	
Group/Individual/company running the event/initiative:			
Address:			
Event/Initiative			
Name of Proposed Fundraiser:			
Briefly outline your proposed fundraiser:			
Date & time:			
Venue:			
Fundraising Goal:			
(An estimate of funds you hope to raise)			
How will the funds be raised?			
Individual sponsorship	<input type="checkbox"/>	Ticket Sales	<input type="checkbox"/>
Business/corporate sponsorship	<input type="checkbox"/>	Sale of Goods	<input type="checkbox"/>
Collection Bucket	<input type="checkbox"/>	Online	<input type="checkbox"/>
		Street Collections**	<input type="checkbox"/>
		Auction	<input type="checkbox"/>
		Raffle*	<input type="checkbox"/>
		Other (please give details)	
(*if tickets are to be sold to parties other than your guests please contact your local authority about lottery licence requirements)			
(**You must apply for a collection permit from the Gardaí before you collect on the street)			

Resources: We have a limited range of our branded resources to support your fundraising. Please tell us what you need and the amounts. Please note: <ul style="list-style-type: none"> It costs a lot to produce our branded items, please be mindful of our costs when ordering quantities, thanks! When your fundraiser is finished please return the collection buckets and any unused t-shirts/balloons. We may not have some/all of these items in stock at the time of your event, so sorry if this is the case. 									
Resource Quantity:	Event Posters		Collection Buckets		Pop Up				
	Sponsor Cards		Volunteer t-shirts	S		M		L	XL
Are there to be any other beneficiaries besides Tuam Cancer Care?			Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes what's the % breakdown:						
If you are promoting your event (website/social networking/idonate.ie page etc) let us know the link, so we can promote it on ours!									
Tick here to give us permission to share this link and photos relating to the event on our Facebook page			<input type="checkbox"/>						

Tick here if you would like to receive our Newsletter	<input type="checkbox"/>
Tick here if you would like to receive information on upcoming events	<input type="checkbox"/>
How would you like to receive this information?	Email <input type="checkbox"/> Post <input type="checkbox"/>

Signature of Applicant:	
Print Name:	Date:
Signature of parent/guardian(if applicant is under 18 years of age)	
Print Name	Date:

When this form is completed please return to:

Eimear Keane, Fundraising Officer, Tuam Cancer Care, Cricket Court, Dunmore Rd., Tuam Co. Galway

Email: fundraising@tuamcancercare.ie Tel: 093 28522

Privacy Statement

Tuam Cancer Care is committed to respecting and protecting your privacy and would also like you to feel safe when you give us your personal details. We will always clearly identify ourselves in correspondence and on our website. Our principle aim is to provide and arrange services for our clients who are people with a cancer diagnosis and/or family members. In order to function we will request information some of which will most likely be sensitive personal data. We are open and honest with individuals about how their data is processed.

Privacy and Security Policy

To facilitate our services and to provide you with relevant information and respond to your requests, we sometimes request that you provide us with information about yourself. This information will often consist of sensitive personal data.

Tuam Cancer Care maintains privacy practices with respect to data that is collected offline and online, and this notice also covers both those methods of data collection and use. Tuam Cancer Care complies with the EU General Data Protection Directive (GDPR) for the collection, use and retention of all personal data.

What information will we gather?

In general, you may visit our website without identifying yourself or revealing any personal information. Tuam Cancer Care may collect domain information from your visit to customise and improve your experience on our website.

This website may collect certain information from your visit including the date, time of your access, the pages you accessed, the name of the internet service provider and the internet protocol (IP) address by which you are accessing the internet, and the internet address from which you linked to our site if applicable. We may use this information to better understand how our website is being used so that we can improve its performance.

Some portions of this website may request that you give us information about yourself from which we are able to identify you, such as your name, e-mail and other address. Some of the ways in which we may collect information from you are:

- Subscription to newsletters or other Tuam Cancer Care content-related correspondence
- Event registration for programmes, workshops, events etc.

In terms of offline acquisition of information, data may be collected from clients of the Centre, supporters of the organisation and our Support Volunteers & staff in person. The person who is gathering information

from an individual must make the individual aware of their identity and inform them of the purpose for gathering the data, whether or not it will be shared with third parties, how long it will be held for and who they can contact if they wish to see a copy of their personal data.

- Clients: Personal information relating to names, addresses, contact details and details of their diagnosis is collected at the point of registration with the Centre. Clients are assigned a client number at registration and their data is filed using this number instead of their name. Information is stored on a password protected database on a password protected computer. They are also stored in a manual file which is kept in a locked drawer with restricted access. The room in which the files are kept are also locked out of hours.
- Supporters: Personal information relating to names, addresses, contact details is collected at our events and on completion of the Fundraising Proposal form. Information is stored on a password protected database on a password protected computer. They are also stored in a manual file which is kept in a locked drawer with restricted access. The room in which the files are kept are also locked out of hours. In order for their details to be kept, supporters have signed a consent form. The consent forms are stored in a room locked out of hours.
- Support Volunteers: Personal information is collected at induction. This information is stored in a locked filing cabinet – access is restricted to the coordinator. Information is stored on a password protected database on a password protected computer.
- Staff: Copies of staff contracts, banking details, timesheets etc. are stored in individual staff files which are stored in a locked filing cabinet with restricted access. Copies of contracts may also be stored on computers in password protected files.

Data that is recorded should be accurate and complete and be entered into records in accordance with data protection guidelines. Corrections will be promptly made when inaccuracies, mistakes, misleading information or incomplete information is brought to light.

Use of the information we gather

When we collect information about you, we intend to tell you why we are asking for the information and what we intend to do with it. You will have the option of not providing the information in which case you may still be able to access some services, although you may not be able to access all services. Data will not be held for longer than is necessary.

The information we collect about you is used to provide or arrange for the provision of services and respond to your requests. It may also be used to verify your identity, send you information, or contact you in relation to Tuam Cancer Care activities that we believe may be of interest to you after you have chosen to opt-in.

Sharing information with third parties

In certain instances, we may make our information available to third parties with whom we have a relationship, where the third party is providing services on our behalf. We will only provide those third parties with information that is necessary for them to perform the services and we take measures to protect your information.

The information we collect may be used, stored, and processed in the EU or UK. Tuam Cancer Care may disclose information it has collected about you if required to do so by law, or when necessary to protect the rights of Tuam Cancer Care or its employees.

Confidential or personally identifiable information will only be released to therapists and counsellors associated with Tuam Cancer Care and contracted by the organisation with the prior written consent of the individual. Such consent must be given without any duress or pressure. The individual must be made aware that they may withhold such consent, or they may withdraw such consent at any time without consequences. All therapists and counsellors acting in conjunction with Tuam Cancer Care and with whom Tuam Cancer Care share personal data of client, will sign a data protection agreement with Tuam Cancer Care to ensure the security of said data.

Transit of information outside the premises of Tuam Cancer Care should only occur with the correct authorisation and should be kept to a minimum. Where it is necessary, all necessary precautions must be taken to ensure the security of the information before, during and after transit. Laptops, portable mobile devices and /or files containing personal information or confidential organisational information should be locked securely in the boot of any car used to transport it. It should not be left unattended in the car, especially overnight.

Only anonymised data will be made available by the organisation to third parties that it contracts to conduct research on its behalf or third parties that the organisation is required to provide data from statistical reasons. Such data will only be released after it has been verified by the Manager that it does not contain any information that would allow direct identification of an individual (e.g. name, address, date of birth, etc.).

Access to your Data

Requests for access to personal data made by the individual to whom the data pertains must be made in writing. A standard data access form is available online and upon request at the Centre.

Responses to such requests will be made within 30 days of receipt of such request. Before making a response to such a request the following criteria must be met:

- Is the data personal data?
- Is the person requesting the data the bona fide owner of the requested data?
- Does the data relate specifically to the individual?

- Are there any references to third parties that should be withheld?
- Has the request been made in writing?

Once a request is granted, this must be recorded on the file.

Data security

Tuam Cancer Care's intent is to strictly protect the security of your personal information; honor your choice for its intended use; and carefully protect your data from loss, misuse, unauthorised access or disclosure, alternation or destruction. Adequate security measures will be in place to protect the safety and integrity of data under the control of Tuam Cancer Care.

Personal data that is no longer 'live' or current will be archived. Data will be kept in the archive for as long as appropriate for financial or other legal reasons or if it might be necessary for historical or statistical research.

Duplicate records set up in error will be destroyed.

Suitable back-up facilities, e.g. hard copy, off-site data servers, will be put in place to protect data in the event of disruption.

Access to personal data by staff or volunteers will be given on a 'needs only' basis in the execution of their roles and responsibilities.

Data Destruction

Disposal of records must maintain the confidentiality of the information contained in the records and avoid accidental loss or disclosure of the contents of the records.

Client files – every 6 months a query will be run from the database to identify clients that have been inactive for 18 months or more. These records will be marked inactive on the database. Their manual files will remain in the locked filing cabinet in the event of future contact (e.g. recurrence of diagnosis).

Where a client is deceased, they are marked as such on the database. Their manual file is retained for a period of 7 years, in line with best practice for therapists and counsellors.

Supporters files – supporters details will be destroyed following a period of 12 months of no contact. Consent forms will be shredded and disposed of in line with this policy.

Support Volunteers – files are marked inactive when a volunteer resigns. Their manual files will be destroyed on resignation.

Staff – files will be retained for a period of 7 years following the resignation or retirement of staff members in line with Employment Law.

The approved method of destruction is shredding, either internally or by a third party approved by the manager. Third party destruction certificate will be retained in the Data Protection folder.

Authorisation for destruction of records must be obtained from the Manager.

Records for destruction must be segregated from general waste.

A register of records destroyed is kept. This will contain a record title and a date of destruction and nothing further. Clients are informed of same in the initial client care letter.

How to update and/or amend the personal information you have provided

You are entitled to know whether we hold information about you and if we do (subject to certain limitations) to have access to that information and have it corrected if it is inaccurate or out of date. To exercise your right of access or to update your details under your right of rectification or erasure, please e-mail your request to the contact address below with proof of identity.

Business relationships

This website may contain links to other websites. Tuam Cancer Care is not responsible for the privacy practices or the contents of such websites.

Contacting us

If you have any questions or comments about our privacy notice or practices, please contact us. Tuam Cancer Care may modify or update this privacy notice from time to time without prior notice. You can check the last updated date below to see when the notice was last changed. We encourage you to check this notice often so that you can continue to be aware of how we are protecting your personal information. Continued use of the rest of the website will constitute consent to the contents of this privacy notice as it may be modified from time to time.

E-mail: support@tuamcancercare.ie