

## **DO STUFF! PRIVACY NOTICE**

### **INTRODUCTION AND SCOPE**

Established in 2025, Do Stuff! showcases course and activity providers across Ireland who offer a diverse range of learning opportunities. The platform enables users to follow their passions, start a new hobby, enhance skills, or find a path to a qualification. It helps individuals to find classes and connect with providers.

Processing personal data in a secure, fair and transparent way is extremely important to us. We know that your privacy is important to you. This notice explains how we collect and use your information, who we share it with and your legal rights.

This notice applies to our use of your information in connection with products and services and all our related website, domains and apps that may be accessed by our customers, partners and employees (collectively the “Services”).

### **WHO WE ARE**

Do Stuff! (“Do Stuff!”, “we”, “us”, or “our”) is the provider of the Services and is data controller for your information.

### **WHO THIS NOTICE APPLIES TO**

We collect and process information relating to individuals using the Services, including platform users, course and activity providers, partners and others.

### **YOUR RESPONSIBILITIES**

Read this Privacy Statement to understand your rights and how we process your personal data.

If you are a course and activity provider or partner, please also check the contracts between us: they may contain further details on how we collect and process your data.

If you provide us with personal information about other people or if others give us your information we will only use that information for the specific reason for which it was provided to us. By submitting the information you confirm that you have the right to authorise us to process it on your behalf in accordance with this Privacy Policy.

### **INFORMATION WE COLLECT AND HOW WE OBTAIN IT**

In the course of providing the Services we collect or receive information in different ways and relating to various groups of individuals including:

- **Course and Activity Providers**  
We collect and use information relating to you and your organisation. This information may include information relating to your name, address, phone number, email address, Facebook and Instagram profile, and IP address. We may also collect payment information (debit or credit card details).
- **Server Logs and IP Addresses**  
When you visit our website our servers automatically log certain information including your IP address. This is done to help maintain the security and stability of our website, prevent fraud or abuse, and ensure the proper functioning of our systems. This data is collected under our legitimate interest in operating a secure and reliable service and is not used to personally identify you unless required to investigate a specific issue. This collected personal data will not be passed to third parties unless such a transfer is required by law or serves the aim of the defence of the data controller.
- **Partners**  
We collect and use information relating to you. This information may include your name, job title, email address, company name, address.

If you visit any of our websites or use our apps we will collect certain information relating to you.

Generally, unless you submit information to us, such as via an online form we only collect technical and device-related information from your use of our website and apps.

## HOW WE USE THIS INFORMATION

We use this information for the purposes described below.

- **Providing the Services:**

We process your information as necessary to provide the Services requested. For example we collect information from you in order to list a new course. We also store this information on our platform so you can access your account and other information where you have given consent.

Lawful basis: Contract

- **Account set up and payment:**

We process your information in order to set up a profile for you on our platform e.g. your username and password and other information used to access our website and our services.

Also we process your information as part of our administrative, financial and operational processes, taking payment, issuing invoices etc. where you pay for the Service directly.

Lawful basis: Contract

- **Service improvement and development:**

We process your information in order to improve our Services and for business planning purposes. For example we may process information about how you use our Services in order to troubleshoot technical issues, predict service level demands and understand the features of the Services that are most popular. We also process your information in order to develop new products and services. As part of our work with our commercial partners we may share anonymised data that does not identify you but which reveal trends, patterns or other information about how we provide the Services that is useful to our commercial partners.

Lawful bases: Contract & legitimate interests

- **Technical, safety and security:**

We collect technical information about the hardware and the software you use to access our website and use our services including your Internet Protocol (IP) address, your browser type and version and your device's operating system. We process your information as necessary to ensure we offer safe and secure Services including to detect and prevent fraudulent and other illegal behaviour.

Lawful bases: Contract & legitimate interests

- **Legal and regulatory:**

We process your information as required (a) for compliance with our legal and regulatory obligations (b) to detect, investigate, prevent and address fraud and other illegal activity, security or technical issues; (c) to protect our rights, property or safety; (d) to enforce any contracts we have with you; (e) to prevent physical injury or other harm to any person or entity including you and members of the public. In addition we may be legally required to share information with public bodies e.g. Revenue, An Garda Síochána etc.

Lawful basis: Legitimate interests

- **Marketing (with your consent)**

We may send you updates, invites and marketing materials relating to the Services. If we do so we will also collect information on your interaction with such communications.

Lawful basis: Contract

## OUR LEGAL BASES

In order to collect, use, share and otherwise process your information for the purposes described in this notice we rely on a number of legal bases, some of which are mentioned above, including where:

- necessary to perform a contract we have with you, and to provide the Services.
- you have consented to the processing (in which case you may withdraw your consent at any time.
- necessary for us to comply with a legal obligation.
- necessary to protect your vital interests or those of others.
- necessary in the public interest.

- necessary for the purposes of Do Stuff! or a third party's legitimate interests for example for marketing, improving or developing the Services and keeping the Services safe and secure provided that those interests are not overridden by your interests or fundamental rights and freedoms.

## **SHARING YOUR INFORMATION**

In the course of providing the Services we share information with various third parties such relevant government departments and bodies (including Revenue), our service providers or regulators (where legally required).

We do this based upon the legal bases and exceptions mentioned in section 7 of this notice for the following purposes.

- **Providing the Services:**  
If you are a customer we may share the information provided by you with our service providers in order to provide the Services e.g. payment processors, couriers, etc.
- **Keeping our Services safe and secure:**  
We use your information in certain instances as necessary to pursue our and your legitimate interests of keeping some of our Services such as our domains, websites, apps, offices and events safe and secure. For example we collect IP addresses and process log files to ensure our website and apps are not subject to fraudulent access.
- **Legal and safety reasons:**  
We may share your information with law enforcement, regulators and others if we have a good-faith belief that it is reasonably necessary to (a) respond, based on applicable law, to a legal request (e.g. a subpoena, search warrant, court order or other request from government or law enforcement); (b) detect, investigate, prevent and address fraud and other illegal activity, security or technical issues; (c) protect our rights, property, or safety; (d) enforce any contracts we have with you; (e) prevent physical injury or other harm to any person or entity including you and members of the public; (f) for regulatory compliance and investigations.
- **Service providers and professional advisers:**  
We may share your personal information to help us provide our services and communicate with you. Categories of service providers include IT software, hosting providers and records-storage companies. We may also share your personal information where we need advice and support from our professional advisers such as accountants, lawyers and insurance providers. Where such third parties are processors these third parties are contractually required to use it only to provide their service to us and are contractually barred from using it for their own purposes.
- **Business re-organisation:**  
In instances where our business is subject to a re-organisation such as a merger or acquisition of some or all of its assets we may in accordance with our legitimate interests need to share information in the course of the transaction. In such circumstances your information may be disclosed where permitted by applicable law in connection with a corporate restructuring, sale or assignment of assets, merger or other changes of control or financial status of Do Stuff!

## **DATA TRANSFERS**

In certain cases we may need to transfer your information to recipients outside the European Economic Area ("EEA") such as where it is necessary to provide the Services.

Where we transfer your information we do so in accordance with EU data protection law. We only transfer personal information to these countries when it is necessary for the services we provide to you or where it is necessary for the establishment, exercise or defence of legal claims or subject to safeguards that assure the protection of your information.

When Do Stuff! engages in such transfers of personal information it relies on i) Adequacy Decisions as

adopted by European Commission on the basis of Article 45 of Regulation (EU) 2016/679 (GDPR), or ii) Standard Contractual Clauses issued by the European Commission. For more information please visit [https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc_en). Do Stuff! also monitors the circumstances surrounding such transfers in order to ensure that these maintain, in practice, a level of protection that is essentially equivalent to the one guaranteed by the GDPR.

Please note that the privacy protections in some of these countries may not be the same as in your home country. We will only transfer information as permitted by law.

For further information, including obtaining a copy of the documents used to protect your information please contact us at [data@dostuff.ie](mailto:data@dostuff.ie)

## RETENTION

We may retain your information for as long as necessary in light of the purposes set out in this notice including for the purposes of satisfying any legal, accounting or reporting requirements and where required for Do Stuff! to assert or defend against legal claims until the end of the relevant retention period or until the claims in question have been settled. For example we have specific legal obligations to retain medical information in accordance with our statutory requirements.

ITEM TYPE	DURATION TIME
Standard Operating Procedures	15 years after superseded
Order / delivery notes	Current fiscal year plus 1 year
Equipment / instruments / maintenance logs / records of service inspections	Lifetime of the equipment
Procurement, use, modification and supply records relevant to production of products or equipment	11 years
Financial Records	6 years
Record of destruction of each item mentioned above	Never to be destroyed

To determine the appropriate retention period for personal data we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means and the applicable legal requirements.

## YOUR RIGHTS

You have a number of rights in relation to your information that we process. To exercise these rights please contact us at [data@dostuff.ie](mailto:data@dostuff.ie)

While some of these rights apply generally, certain rights apply only in specific circumstances. We describe these rights below.

<b>Access:</b>	You have the right to request access to your information that we control.
<b>Data Portability:</b>	You have the right to request that some of your personal information that you initially provided to us is returned to you or another controller in a commonly used machine readable format.
<b>Rectify, Restrict and Delete:</b>	You have the right to ask us to restrict the processing of your information or to rectify or delete your information. Please note that despite a deletion request we may continue to process your information if we have a legal basis to do so.
<b>Object:</b>	If we process your information based on our legitimate interests explained above or in the public interest you can object in certain circumstances. In such cases where legally required to do so we will cease processing your information unless we have compelling legitimate grounds to continue

	processing or where it is needed for legal reasons. Where we use your data for direct marketing you can always object using the unsubscribe link in such communications or by contacting us at <a href="mailto:data@dostuff.ie">data@dostuff.ie</a>
<b>Withdraw Consent:</b>	Where you have previously provided your consent you have the right to withdraw your consent to our processing of your information at any time. For example you can withdraw your consent to email marketing by using the unsubscribe link in such communications or contacting us at <a href="mailto:data@dostuff.ie">data@dostuff.ie</a> . In certain cases we may continue to process your information after you have withdrawn consent if we have a legal basis to do so or if your withdrawal of consent was limited to certain processing activities.
<b>Complain:</b>	You have the right to submit a complaint about our use of your information with your local supervisory authority, the <a href="#">Data Protection Commission</a> .

You have the right to access and obtain the following information from our company:

- confirmation that our company is processing your personal data
- a copy of your personal data
- other supplementary information

In addition you have the right to rectify or delete your personal data. In certain circumstances Do Stuff! has the right to override your request to be forgotten / erasure in certain circumstances in accordance with article 17(3) of the GDPR.

Below are the reasons cited in the GDPR that override the right to be forgotten /erasure.

- The data is being used to exercise the right of freedom of expression and information.
- The data is being used to comply with a legal ruling or obligation.
- The data is being used to perform a task that is being carried out in the public interest or when exercising an organisation's official authority.
- The data represents important information that serves the public interest, scientific research, historical research or statistical purposes and where erasure of the data would likely to impair or halt progress towards the achievement that was the goal of the processing.
- The data is being used for the establishment of a legal defence or in the exercise of other legal claims.
- The data being processed is necessary for public health purposes and serves in the public interest.
- The data being processed is necessary to perform preventative or occupational medicine. This only applies when the data is being processed by a health professional who is subject to a legal obligation of professional secrecy.

In such cases you will be informed promptly and given full reasons for that decision.

In order to make a subject access request regarding access to your personal data or for the purpose of erasing or rectifying your personal data fill in the Subject Access Request Form. Please email [data@dostuff.ie](mailto:data@dostuff.ie) to obtain the form.

You have the right to lodge a complaint regarding our use of your data. Please tell us first, so we have a chance to address your concerns. If we fail in this you can address any complaint to the Data Protection Commission (Ireland). The details are listed below:

**The Data Protection Commission (Ireland)**

Commissioner: Dr. Des Horgan and Dale Sutherland

Postal Address: Canal House, Station Road, Portarlinton, R32 AP23, Co. Laois, Ireland  
Telephone: +353 57 8684800 or +353 76 1104800  
Lo Call Number: 1890 252 231  
Fax: +353 57 868 4757  
Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)  
Website: <https://www.dataprotection.ie/>

### **THIRD PARTY SERVICES**

Our websites, domains and apps may contain links to other websites and services which are managed and controlled by third parties. Please note that this notice does not apply in those cases and we are not responsible for the privacy practices of such third parties.

### **AMENDING THE NOTICE**

From time to time we may amend this notice. This might happen for example where we make changes to the Services. If we make material changes to the notice we will take steps to notify you of such by posting a notice on our website. The notice was last updated at the date indicated further below.

### **CONTACT US**

If you want to exercise your rights (described above) or if you have any questions about this notice please contact our Data Protection Lead on the below contact details.

Data Protection Lead  
Do Stuff!  
Email [data@dostuff.ie](mailto:data@dostuff.ie)

Last updated: 17<sup>th</sup> June 2025.