**Carriglea Cáirde Services’ Data Protection and Privacy Notice**

This Data Protection and Privacy Notice provides information about the ways in which Carriglea Cáirde Services collects, uses, secures, shares and updates the personal data provided by all stakeholders. Carriglea Cáirde Services is subject to the Data Protection Acts 1988 and 2003 and is registered with the Office of the Data Protection Commissioner as a data controller. As a data controller we respect and protect the privacy of those on whom we hold data. We also aim to ensure that we minimise the amount of information we collect and that there is a clear requirement for all the information which we do collect.

Those whom we collect personal data in relation to includes service users, service users’ family members, employees, volunteers, pensioners, contractors, board members and others who are involved in the management and provision of services.

Carriglea Cáirde Services collects personal data about individuals directly from the individual, from persons acting on their behalf or from persons providing health and social care services to them. We may collect personal data about individuals from other sources if we have obtained these individuals’ consent to do so or if the law permits.

The Services has in place appropriate policies and procedures to ensure that:

* we collect only information that is needed about service users, staff and others
* the information collected is kept in a confidential and secure manner.

Carriglea Cáirde Services seeks to anonymise personal data to the greatest extent possible.

Examples of personal information which Carriglea Cáirde Services collects includes:

* Service users: Name, address, date of birth, photograph, personal plans, health or social history and records related to the care and services provided. Also, personal financial data, various assessments and safeguarding plans.
* Employees: Name, address, date of birth, photograph, PPS Number, driver’s licence details, CV, employment references and Garda vetting. Also, details required for the payment of wages and the provision of pension entitlements.
* Volunteers: Name, address, date of birth, CV, and Garda vetting.
* Pensioners: Name address, date of birth and any details required for the recording and calculation of pension payments.
* Personal data in relation to family members of service users which may be required for contact purposes.
* Next of kin details of staff and pensioners.
* Details relating to accidents or incidents involving individuals.
* CCTV images captured in locations where CCTV cameras are in place.
* Biometric data captured as part of the Time Management System.

Use of personal information:

The Services uses and discloses an individual’s personal data as necessary, to:

* Comply with legal, professional, statutory or financial requirements.
* Fulfil other functions permitted or required by law.
* Provide information for clinical management, resource management, evaluation, audit, quality assurance or research.
* Form a basis for planning and providing services.
* Provide written evidence of a service and assist continuity of care amongst professionals.

We use personal data only for the purpose for which it was collected and data is not used for any other purpose without seeking consent.

Consent process - Using powers conferred under the Health Act 2007, employment and pension law, health and safety legislation or company law, Carriglea Cáirde Services does not in certain circumstances need the consent of an individual to process personal data.

Under the terms of the Health Act, 2007, The Health Information and Quality Authority (HIQA) may require access to information regarding residents (e.g. residents’ files and health records). HIQA may also require access to information regarding staff members (e.g. staff files, Garda vetting, training records).

Carriglea Cáirde Services also has an obligation to pass on personal details regarding service users and staff to the HSE and the State Claims Agency via the NIMS accident/incident reporting system.

Protection of the privacy of personal information:

In order to protect the privacy of personal information, Carriglea Cáirde Services:

* Takes all due care to protect personal information it holds from any unauthorised access, modification, use or disclosure and any accidental loss or destruction.
* Is committed to risk assessing any potential data protection breaches.
* Has in place staff training to ensure that all staff involved in processes involving the use of personal information are aware of their responsibilities in relation to the safeguarding and handling of personal information.

Data subject rights - Individuals have the right to:

* Have their details used solely in line with data protection regulations.
* Know what personal details are being held by the Services about them and why the information is being held.
* Know what third parties the information may be disclosed to.
* Request a copy of their personal details.
* Withdraw consent provided to the Services for processing of their personal data.
* Change, remove or update their personal details (this is subject to legal exceptions).
* Prevent use of their personal details (this is subject to legal exceptions).
* Portability of their personal data.

For more information about our data protection practices see our policy and procedure on [Information Governance, Confidentiality, Data Protection and Freedom of Information](http://carrigleaservices.com/wp-content/uploads/2018/03/Information-Governance-Confidentiality-Data-Protection-and-Freedom-of-Information.pdf). You can also request information or make a data protection access request by contacting Carriglea Cáirde Services’ Data Protection Officer: Ms. Mary McGrath.