

## Privacy Statement for Carlow County Childcare Committee

### Introduction

We respect your privacy and your rights to control your personal data. We will be clear about what data we collect and why we collect it. This privacy statement explains the personal information we collect from you, why we collect it, how we will use it and how we protect it.

Carlow County Childcare Committee (Carlow CCC) collects personal data about you in order to deliver local programmes and actions on behalf of DCEDIY. By using our service, Carlow CCC will hold your personal data as described in this Statement.

Carlow CCC is a Controller of the personal data you (the data subject) provide us. Our office is based in Enterprise House, O'Brien Road, Carlow.

### What Data We Collect?

We may process the following types of personal data depending on contract/ programme requirements:

- Name
- Date of birth
- Address
- email address
- Telephone number
- PPS number
- Social welfare status
- Bank account details
- Photographic ID
- Qualifications
- Any other relevant data required

Should you apply for a position in Carlow CCC we will process the following information;

CVs; names; phone number; email address; address; educational history; employment history; details of hobbies/interests.

### Why We Collect Your Personal Data?

We use the personal data you share with us so we can communicate with you and disseminate information on behalf of the DCEDIY and Pobal and other relevant agencies and stakeholders.

## **Why are we processing your data? Our legal basis.**

We are required to determine the legal basis for which we process different categories of your personal information, and to notify you of the basis for each category.

Most of the personal information we process is provided to us directly by you for one of the following reasons:

### **Information we process because we have a contractual obligation with you.**

Carlow CCC needs to process personal data as necessary to provide support and advice to clients.

### **Information we process for the purposes of legitimate interests**

We may process information on the basis there is a legitimate interest, either to you or to us, of doing so.

Where we process your information on this basis, we do so after having given careful consideration to:

- whether the same objective could be achieved through other means
- whether processing (or not processing) might cause you harm
- whether you would expect us to process your data, and whether you would consider it reasonable to do so

### **Information we process because we have a legal obligation**

We may be required to give information to legal and regulatory authorities if they so request and subject to the correct authorisation

## **Where is your data stored?**

Personal data is stored electronically on our internal IT systems/data management system which are backed up and monitored by our IT consultants.

Access is restricted to those staff members who need information to carry out official duties. Access is also controlled by permissions on a need's basis with unique login names and passwords.

Personal data on hardcopy is stored in locked cabinets and is held only as long as in line with Carlow CCC retention policy.

## **Sharing and Disclosure**

We strive to keep your personal data safe and only share it when necessary. We recognise that you have a right to know that the information you share with Carlow CCC is maintained confidentially. We only disclose your information as authorised in this Statement. We do not rent or sell your personal data to anyone. We may share your personal data with the third parties listed below.

## Who We May Share Your Personal Information With:

Carlow CCC may share your data with some or all of the organisations mentioned below but only where legally permissible

- Department of Children, Equality, Disability, Integration & Youth (DCEDIY)
- Pobal PIP System & Pobal Compliance Officers
- An Garda Síochána
- The Revenue Commissioners
- Tusla
- DES
- Other third parties where it is necessary to provide our service

## Protection of Named Service & others and Disclosures for Law Enforcement

Under certain circumstances Carlow CCC may be required to disclose your personal data in response to valid requests by public authorities to meet law enforcement requirements.

## What we do with your data?

Your personal data is stored and processed in Carlow CCC located at Enterprise House, O'Brien Road, Carlow. In certain circumstances, it may be necessary to access your data when off-site, in these circumstances a strict remote working policy applies.

## How long we keep your personal data?

Your records will be kept in line with our data retention policy. For more information on specific timelines please email; [aine@carlowccc.ie](mailto:aine@carlowccc.ie)

## What are your rights?

We use appropriate technical, organisational and administrative security measures to protect all personal data we hold in our records and keep it secure. Unfortunately, no organisation can guarantee complete security.

## Right of Access

Individuals have the right to access their personal data and supplementary information. To request an Access Request Form please contact us at [aine@carlowccc.ie](mailto:aine@carlowccc.ie) or in writing (address above) 059-9140244. This will be free of charge. We will acknowledge your request and respond to you within 1 month.

## Right of Rectification

Please advise the Carlow CCC of any changes in your personal data, as soon as possible. Should you believe that any personal data we hold on you is incomplete or incorrect complete, you have the ability to request to see this information and have it rectified.



### **Right to Erasure**

In certain circumstances, data subjects have the right to erasure of their data. Please contact us at [aine@carlowccc.ie](mailto:aine@carlowccc.ie) or in writing (address above). We will acknowledge your request and respond to you within 1 month. This is not an absolute right and only applies in certain circumstances.

### **Right to Restrict Processing**

Individuals have the right to request the restriction or suppression of their personal data. Please contact us at [aine@carlowccc.ie](mailto:aine@carlowccc.ie) or in writing (address above). We will acknowledge your request and respond to you within 1 month. This is not an absolute right and only applies in certain circumstances.

### **Right to Object**

You have the right to object and be removed from any direct marketing emails if in place

### **Right to be Informed**

This privacy policy explains what information we need to collect and how we use it.

### **Right to Data Portability**

In certain circumstances Data subjects can ask that their personal data be transferred to them by informing the Data Protection Officer in writing.

### **How to complain**

In the event, that you wish to complain about how we have handled your personal data, please contact us at [aine@carlowccc.ie](mailto:aine@carlowccc.ie) or in writing to Carlow CCC (address above). We will then investigate your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact Irish Data Protection Authority and file a complaint with them.

By post: Canal House, Station Road, Portarlinton, R32 AP23, Co. Laois.

By e-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

By phone: 0761 104 800 or lo-call number 1890 252 231