

Lotamore Family Resource Centre Data Protection Policy

Lotamore Family Resource Centre is required to collect personal information of Volunteers, Staff, Children & Parents, Users of our service programmes. We have responsibilities when collecting, using and storing information obtained.

Lotamore FRC fully respects your rights to privacy and is committed to strict adherence to General Data Protection Regulations (GDPR) which became fully effective on 25 May 2018 as well as the provisions of the Data Protection Act 2018.

This Data Protection Policy sets out how Lotamore FRC uses and processes any information that you give to us. We respect your privacy and are committed to protecting your personal information. This Data Protection Policy explains how we collect, transfer, process, use and disclose your data and sets out our security practices.

Collecting information.

We collect and use data and information to provide the following services:

- A comprehensive range of supports and services to the local community
- To perform accounting and other record-keeping functions.
- To provide personnel, payroll and administration services

We shall perform our responsibilities under the Data Protection Acts in accordance with the following Data Protection principles:

- Obtain and process information fairly. We shall obtain and process personal data fairly and in accordance with statutory and other legal obligations.
- Keep it only for one or more specified, explicit and lawful purposes We shall keep personal data for purposes that are specific, lawful and clearly stated. Personal data will only be processed in a manner compatible with these purposes as defined in the company personal data usage policy.
- Use and disclose only in ways compatible with these purposes. We shall use and disclose personal data only in circumstances that are necessary for the purposes for which we collected the data.
- Keep it safe and secure We shall take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of personal data and against its accidental loss or destruction.
- Ensure it is adequate, relevant and not excessive We shall only hold personal data to the extent that it is adequate, relevant and not excessive.
- Retain for no longer than is necessary, subject to other applicable legal requirements.
- **Ensure a copy of the Privacy statement is applied to all 3rd party contracts issued by Lotamore Family Resource Centre.**
- **Give a copy of his/ her personal data to that individual, on request.**

We adopt procedures to ensure that data subjects can exercise their rights under the Data Protection legislation to access their data.

Responsibility

Overall responsibility for ensuring compliance with Data Protection Acts rests with Lotamore Family Resource Centre. However, our responsibility varies depending upon whether we are acting as either a data controller or a data processor. All employees, contractors, volunteers and Board Members of Lotamore Family Resource Centre who separately collect, control or process the content and use of personal data are individually responsible for compliance with the EU General Data Protection Regulation.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Lotamore Family Resource Centre or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority:

Data Protection Commissioner:

Office of the Data Protection Commissioner. Canal House, Station Road,
Portarlinton,
Co. Laois, R32 AP23,
Ireland.

Phone: +353 (0761) 104 800

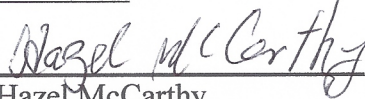
LoCall: 1890 25 22 31

Fax: +353 57 868 4757

Email: info@dataprotection.ie

This policy was reviewed, agreed and adopted by Lotamore Family Resource Centre Management Committee on:

Date: 22/6/2021

Signed by: 
Hazel McCarthy
Secretary

Review

This policy will be reviewed in 3 years or sooner should circumstances change.