KENMARE FAMILY RESOURCE CENTRE LTD

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DATA PROTECTION POLICY

APRIL 2017

1. INTRODUCTION

Kenmare Family Resource Centre is committed to a policy of protecting the rights and privacy of individuals in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003. For administrative purposes (e.g. to pay staff, to administer programmes, to record progress and to comply with legal obligations to funding bodies and government), the Centre needs to process personal data about its staff, volunteers and other individuals with whom it has dealings. To comply with the law, personal data must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully.

1. INDIVIDUAL RIGHTS

The individuals for whom the Centre stores personal data have the following rights:

* To have their personal data obtained and processed fairly, kept securely and not illegitimately disclosed to others
* To be informed of the identity of the Data Controller and of the purpose for which the information is held
* To get a copy of their personal data
* To have their personal data corrected or deleted if inaccurate
* To prevent their personal data from being used for certain purposes: e.g. blocked for research purposes
* Under Employment Rights, not to be forced to disclose information to a prospective employer. No one can force another person to make an access request, or reveal the results of an access request, as a condition of recruitment, employment or provision of a service. Where vetting for employment purposes is necessary, this can be facilitated where the individual gives consent to the data controller to release personal data to a third party.

It should be noted that under the Freedom of Information Act (1997 and 2003) records containing personal information may be released to a third party, where the public interest so requires.

1. PRINCIPLES OF THE ACTS

The Centre will administer its responsibilities under the legislation in accordance with the eight stated data protection principles outlined in the Act as follows:

1. *Obtain and process information fairly*

The Centre will obtain and process personal data fairly and in accordance with the fulfillment of its functions

1. *Keep data only for one or more specified, explicit and lawful purposes*

The Centre will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes

1. *Use and disclose data only in ways compatible with these purposes*

The Centre will only disclose personal data that is necessary for the purpose/s or compatible with the purpose/s for which it collects and keeps the data

1. *Keep data safe and secure*

The Centre will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of, the data and against their accidental loss or destruction. The Centre is aware that high standards of security are essential for all personal data

1. *Keep data accurate, complete and up-to-date*

The Centre will have procedures that are adequate to ensure high levels of data accuracy and will examine the general requirement to keep personal data up-to-date. Appropriate procedures will be put in place to assist staff in keeping data up-to-date

1. *Ensure that data is adequate, relevant and not excessive*

Personal data held by the Centre will be adequate, relevant and not excessive in relation to the purpose/s for which it is kept

1. *Retain data for no longer than is necessary for the purpose or purposes for which they are kept.*

The centre will implement a policy on retention periods for personal data

1. *Give a copy of his/her personal data to that individual, on request*

The Centre will have procedures in place to ensure that data subjects can exercise their rights under the Data Protection legislation.

1. ROLE/RESPONSIBLITIES

Kenmare Family Resource Centre has overall responsibility for ensuring compliance with the Data Protection legislation. However, all employees and volunteers of the Centre who collect and/or control the contents and use of personal data are also responsible for compliance with the Data Protection legislation. The Centre will provide support, assistance, advice and training as required to ensure that it is in full compliance with the legislation.

1. PROCEDURES AND GUIDELINES

This policy supports the provision of a structure to assist the Centre’s compliance with the Data Protection legislation, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

1. DATA BREACH

Where a disclosure or a breach of data occurs, the Centre should refer to the [Data Protection Commissioners Personal Data Security Breach Code of Practice](https://www.dataprotection.ie/docs/Data_Security_Breach_Code_of_Practice/1082.htm) for guidance on dealing with such breaches or wrongful disclosures.

1. REVIEW

This Policy will be reviewed regularly considering any legislative or other relevant indicators.

This Policy was discussed and ratified at meeting of the Voluntary Board of Directors on:

Date:

Signed by the Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by another Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_