

DARA PRIVACY NOTICE



Dara takes your privacy seriously. It is important that you know exactly what we do with personal information that you and others provide to us, why we gather it and what it means to you. This document is being provided to you in line with our obligations under the General Data Protection Regulation (GDPR), which will come into force on 25th May, 2018. From that date, the GDPR, together with applicable Irish requirements, will amend existing data protection law and place enhanced accountability and transparency obligations on organisations when using your information, including a right to object to processing of your personal information where that processing is carried out for the delivery of our Services. Please take the time to read this notice carefully. If you are under 16 years of age, please read this summary with a parent or guardian and ensure you understand it. If you have any questions about how we use your information, please contact our Data Protection Officer at the details below.

This summary explains the (**Dara**) data practice and tells you about the information we collect about you.

1. What type of information we may hold on you:

- We hold data to identify you, your name address and contact details.
- We may hold information about your medical conditions.
- We may hold information about your personal circumstances, marriage, family and living arrangements (for paying tax, pensions and wages).
- We hold information on your next of kin supplied by you (name, address and contact details).
- We hold any information you may have supplied to us in the form of your job application or your CV.
- We may hold information about you provided by professional bodies relating to your qualifications.
- We may hold financial information relating to bank accounts to facilitate the paying of your salary, pension, remuneration, and tax.
- We may hold information about your membership of a Trade Union (in order to pay your subscription).
- We may hold information relating to the grievance and disciplinary process.
- We may hold information obtained during the Garda Vetting process.

2. When we collect your information:

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We start to collect your information when you apply to join our services and build on that information in order to meet the requirements of your employment contract, administration of pensions, agency contract, student training, and our legal obligation as an employer.

3. How we use your information and the legal basis?

We use and share your data only where:

- We have a contract of employment or a contract for services – Under Contract.
- You have agreed or have been given by you explicit consent to the using of your data in a specific way and you can withdraw your consent at any time.
- When it is necessary in relation to the provision of your employment contract.
- To contact you or your next of kin in an emergency relating to your service.
- Used for our legitimate interests such as managing our services including providing you with information regarding your employment.
- Under legal obligation and in the public interest to which Dara is mandated under the General Data Protection regulations, May 2018.

4. How we use automated processing or “analytics”.

We do not use any automated processing or analytics of your personal or sensitive information.

5. With whom we might share your information?

- Third parties with whom we need to share your information for the purpose of administrating your salary, pension, remuneration and insurance.
- Statutory or regulatory bodies including central and local government, and law enforcement authorities under disclosure orders or other relevant regulations.
- Health & Safety Authority in the case of accidents or incidents at work.

6. How long we hold your data?

How long we hold your data is subject to legislation and regulatory rules we must follow, set by authorities such as the Department of Finance, Health Service Executive, Health & Safety Authority and Revenue. Usually this means that we hold your data while you are employed by **Dara** and for a period thereafter in line with our records retention and destruction policy, Dara Records Management Policy. Please also refer to the Dara’s Data Protection Policy and Procedure, for further information on the Service’s data management practices and obligations under the General Data Protection Regulation May 2018 (GDPR) and the Data Protection Act 2018.

7. Your rights?

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From 25th May, 2018, you will have several enhanced rights in relation to how we use your information, including the right, without undue delay to:

- The right to be informed of the data that Dara holds on you
- The right of access to one's personal and sensitive data
- The right of erasure(to be forgotten) in certain circumstances
- The right to restrict processing of data in certain circumstances
- The right to data portability (i.e. obtain a transferable copy of your information we hold to transfer to another provider).
- The right to correct inaccurate or incomplete data
- The right to object to automated decision making

If you wish to exercise any of your data rights you can contact the Data Protection Officer Ms Mary McMahon who will advise you of the process (contact details below):

Phone Number: (01) 6271484

Mobile Number: (086) 2239134

Postal Address:

Mary McMahon,

Data Protection Officer, Dara,

Dara Community Living

The Hub, Celbridge

Co Kildare W23EK68

Email Address: mary@daracommunityliving.ie

If we are unable to deal with your request fully within a calendar month (due to the complexity or number of requests) we may extend this period by a further two calendar months and shall explain the reason why. If you make your request electronically, we will try to provide you with the relevant information electronically if possible.

You also have the right to complain to the Data Protection Commissioner. You can contact the Office of the Data Protection Commissioner at:

Telephone: +353 57 8684800 +353 76 1104800

Lo Call Number: 1890 252 231

Email: info@dataprotection.ie

Postal Address: Data Protection Commissioner Canal House

Station Road

Portarlinton

Co. Laois R32 AP23 8.

Updates: We may have to update our Data Privacy Notice from time to time. Any updates will be made available and where appropriate on our website:

<http://www.dara.ie>

9. What do I do now?

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You do not need to do anything following receipt of this notice. Dara wishes to assure you that we endeavour to operate in compliance with the Data Protection Act 2018 and the EU General Data Protection Regulations.

Updated by the DPO on the 10th January 2024