



# Privacy Statement

## Table of Contents

|   | <b>Page</b> |
|---|-------------|
| 1. Introduction / General Data Protection Regulation  | 3           |
| 2. Section A – Information for families of service users  | 5           |
| 3. Section B – Information for suppliers and External Service Providers   | 7           |
| 4. Section C – Information for employees<br>(current, retired and job applicants), Agency Staff,<br>Students and Volunteers | 9           |
| 5. Section D – information for individuals supported by Muiriosa Foundation   | 11          |

## 1 Introduction / General Data Protection Regulation

The General Data Protection Regulation (GDPR) is an EU regulation, which is in effect since 25<sup>th</sup> May 2018. The GDPR (together with the Data Protection Act 2018); updates existing data protection law; places greater accountability and transparency obligations on organisations when using your personal information; and gives you greater control over your personal information. This includes a right to object to processing of your personal information where that processing is carried out for the delivery of our services.

This statement explains the Muiriosa Foundation's data practices and aims to inform you of the information we collect/hold/process about you. 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, wish to exercise any of your data rights, or make a complaint related to Data Protection, please contact our Data Protection Officer:

Deborah Gleeson, Muiriosa Foundation, Moore Abbey, Monasterevin, Co. Kildare  
Telephone: 045 - 532222 / 087 – 9126622  
Email: [dataprotection@muiriosa.ie](mailto:dataprotection@muiriosa.ie)

If you are dissatisfied with our processing you have the right to lodge a complaint with the Irish Data Protection Supervisory Authority. This is the Office of the Data Protection Commissioner, and may be contacted at:

Office of the Data Protection Commissioner  
Canal House  
Station Road  
Portarlinton  
Co. Laois  
Telephone 057 8684800 / 0761 104 800  
Lo Call Number 1890 252 231  
Fax 057 868 4757  
E-mail [info@dataprotection.ie](mailto:info@dataprotection.ie)

Under the GDPR your rights are enhanced in relation to how we use your information. Your rights include:

- ***A Right of Access to your personal data***  
Find out if we have and how we use your information, access your information and receive copies of your information. To have inaccurate information corrected and updated.
- ***A Right to Object to certain processing***  
Object to particular use of your personal data for our legitimate business.

- ***A Right to Restriction of processing / Right to Erasure***  
To have information deleted or our use of your data restricted, to withdraw consent at any time where processing is based on consent.
- ***Right to Data Portability***  
Obtain a transferable copy of information we hold to transfer to another employer or body.

For the purposes of this statement, it is noted that:

- Muiriosa Foundation does not partake in any automated processing or analytics of your personal or sensitive information.
- Muiriosa Foundation does not currently operate closed circuit television systems (CCTV) on our premises.

## **SECTION A**

### **Information for Families of Service Users**

#### **1. What type of information may be held about you?**

- We may hold data to identify you, your name, address, contact details and your relationship to the person to whom we supply supports and services.
- We may hold information about your legal relationship to the person to whom we supply supports and services.
- We may hold information about your personal circumstances, marital status, family and living arrangements.
- We may hold any information you may have supplied to us when your family member joined our services.
- We may hold information about your medical conditions.
- We may hold any information about you provided by other HSE, medical professionals, social workers, etc.
- We may hold information which you have consented to us having/using.

#### **2. When do we collect your information?**

This information is gathered as you or health professionals give us, when someone connected to you joins our services.

#### **3. Why is it necessary to collect this information?**

Your data is processed whereby:

- You have agreed (explicitly or otherwise) to us using your data in a specific way and to which you can withdraw consent at any time.
- It is necessary to contact you in case of an emergency.
- It is necessary in relation to the provision of our services and supports to your family member.
- To comply with legal and/or contractual obligations.
- We require consultation/consent on issues relating to supports and services to your family member.
- To manage our services and supports, directly to the service user and in providing service information to you.
- To protect the vital interests of your family member.

#### **4. Who do we share your information with?**

Your privacy is important to us and we are dedicated to ensuring we treat your data with discretion. For the reasons stated in Section 3 above, and in the interests of service provision, on occasion it **may** become necessary to share your information with:

- Front-line staff (social care or other key workers)
- Medical practitioners and/or healthcare professionals
- Statutory or regulatory bodies
- Legal authorities
- Third parties with whom it is reasonable to share your information in order to facilitate efficient supports and services

## **5. How long will we keep your data?**

This is subject to the legislation and guidelines determined and updated by authorities and agencies such as the Health Service Executive (HSE), the Department of Health, and TUSLA.

Generally, these bodies determine that we hold your data for the period during which your family member is with our service, and for a period thereafter in line with our own Records Retention/Destruction policy.

## **SECTION B**

### **Information for Suppliers and External Service Providers**

#### **1. What type of information may be held about you?**

- We hold data to identify you or your company, name address and other contact details.
- We may hold information about your Company/Business/Service to include your staff members.
- We may hold information about you provided by regulatory or professional bodies relating to your qualifications to undertake the specific contract/work.
- We may hold tender information and associated costings.
- We may hold financial information regarding bank accounts/building societies in relation to paying your fees.
- We may hold information obtained during the Garda Vetting process.

#### **2. When do we collect your information?**

This information is gathered as you commence a tender process or enter into a contract to supply Muiriosa Foundation with your products or services.

#### **3. Why is it necessary to collect this information?**

Your data is processed whereby:

- We have entered a tender process or have a contract to provide products/services.
- You have agreed or given 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 to contractual agreement.
- To contact you in an emergency relating to your contract.
- Used for our legitimate interests in managing our services including providing you with information regarding your contract.
- To comply with legal obligations.

#### **4. Who do we share your information with?**

Your privacy is important to us and we are dedicated to ensuring we treat your data with discretion. For the reasons stated in Section 3 above, and in the interests of service provision, on occasion it **may** become necessary to share your information with:

- Third parties with whom we need to share your information for the purpose of administrating your contract.
- Statutory or regulatory bodies
- Legal authorities under disclosure orders or other relevant regulations.
- Health & Safety Authority in the event of accidents or incidents at work.

## **5. How long will we keep your data?**

This is subject to the legislation and guidelines determined and updated by authorities and agencies we are bound by. These may include the Department of Finance, Department of Public Expenditure and Reform, Health Service Executive (HSE), Health and Safety Authority (HSA), and Revenue.

Generally, these bodies determine that we hold your data for the period whilst we use your services, and for a period thereafter in line with our own Records Retention/Destruction policy.



## **SECTION C**

### **Information for Job Applicants, Employees (current and retired), Agency Staff, Students and Volunteers**

#### **1. What type of information may be held about you?**

- We hold data to identify you, your name address and other contact details.
- We hold any information you may have supplied to us in the form of your job application or your CV.
- We hold information on your next of kin supplied by you.
- We hold information obtained during the Garda Vetting process.
- We may hold information about your medical conditions and/or subscriptions to private health care insurers (in order to pay your subscription).
- We may hold information about your personal circumstances, marital status, family status and living arrangements (for paying tax, pensions and wages).
- We may hold information about you provided by professional bodies relating to your qualifications.
- We may hold financial information relating to bank accounts in relation to paying your remuneration, pension, 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.

#### **2. When do we collect your information?**

We commence gathering this information as you apply to join our services (contractually or on a volunteered basis). We build upon this information in order to meet the requirements of; recruitment, your contract or agreement, the administration of pensions or other voluntary subscriptions, student training, and our legal obligations as an employer.

#### **3. Why is it necessary to collect this information?**

Your data is processed whereby:

- We have a contract of employment / contract for services / volunteer agreement.
- You have agreed or given explicit consent to the using of your data in a specific way and you can withdraw your consent at any time.
- It is required to ascertain your suitability to a role.
- It is required for the provision of your employment contract.
- In the event of an emergency.
- It is in our legitimate business interests to do in terms of managing our Services and providing you with information regarding your employment.
- To comply with legal obligations.

#### **4. Who do we share your information with?**

Your privacy is important to us and we are dedicated to ensuring we treat your data with discretion. For the reasons stated in Section 3 above, and in the interests of service provision, on occasion it **may** become necessary to share your information with:

- Third parties with whom we need to share your information for the purpose of determining an eligibility for contract/agreement, administering your contract/agreement/training, salary, pension, remuneration, and subscriptions.
- Statutory or regulatory bodies
- Legal authorities under disclosure orders or other relevant regulations.
- Health & Safety Authority in the event of accidents or incidents at work.

#### **5. How long will we keep your data?**

This is subject to the legislation and guidelines determined and updated by the authorities and agencies we are bound by. These may include the Department of Finance, Department of Education, Department of Employment and Social Protection, Health Service Executive (HSE), Health and Safety Authority (HSA), and Revenue. Generally, these bodies determine that we hold your data for the period whilst we use your services, and a determined period thereafter (for pension purposes). Subsequently, data may be held for a period in line with our own Records Retention/Destruction policy.

## **SECTION D**

### **Information for Individuals supported by Muiriosa Foundation**

Our aim is to provide a quality service/support to you in the best way possible. In order to do this, we need to collect and hold information about you. Some of this information may be sensitive. However, we consider all your information to be private and we take that privacy seriously. We will always give our best efforts to; protecting your information; ensuring it is up-to-date; and sharing it only with the people who need to know, in order to give you the best service we possibly can.

#### **1. What type of information do we hold about you?**

We may hold information which includes your name, your gender, your date of birth, your address, your telephone numbers, your next of kin (and in some cases other family details), your religion, your medical details and history, your personal care plans, your likes and dislikes, your financial information etc.

#### **2. When do we collect your information?**

We collect this information when you begin to engage with our services directly or through the Health Service Executive (HSE).

#### **3. Why is it necessary to collect this information?**

We have this information because we have a contract with you and with the Health Service Executive (HSE) to provide you with service and supports. It is also necessary to have in the event of an emergency, and to comply with our legal and statutory regulations.

#### **4. Who do we share your information with?**

Your privacy is important to us and we are dedicated to ensuring we protect your information. However, it **may** be necessary to share some of your information with the following people:

- The people who work closely with you, so that they can do their job and provide best support to you.
- The people who you have told us we can share information with, for example, members of your family.
- Some suppliers – to make sure you get the appropriate aid.
- Healthcare professionals – for example, the doctor or hospital.
- Statutory or regulatory bodies – for funding purposes or as part of our legal obligations.

## 5. How long will we keep your data?

We have to hold your information for as long as the various laws require (Data Protection law, and various Health and Finance Acts).

We also have a Muiriosa Foundation policy for keeping / destroying records.

## 6. Data Protection Officer




You have the right to know what information we hold about you. If you want this information, the Muiriosa Foundation has a Data Protection Officer to deal with these queries. Her details are below.

Deborah Gleeson  
Data Protection Officer  
Muiriosa Foundation  
Moore Abbey  
Monasterevin  
Co. Kildare  
Telephone 045 532222 / 087 9126622  
E-mail [dataprotection@muiriosa.ie](mailto:dataprotection@muiriosa.ie)

The new law states that she has to respond to you within 30 days of your request to let you know what information we hold about you or give you a reason as to why we cannot do so. If you are unhappy with the way we have dealt with your information, you can contact the Supervisory Authority:

Office of the Data Protection Commissioner  
Canal House  
Station Road  
Portarlinton  
Co. Laois  
Telephone 057 8684800 / 0761 104 800  
Lo Call Number 1890 252 231  
Fax 057 868 4757  
E-mail [info@dataprotection.ie](mailto:info@dataprotection.ie)

## Information for Individuals supported by Muiriosa Foundation

|   |   |
|---|---|
|    | <p>How does change in Data Protection affect you?</p> <p>Data Protection means that your personal information is stored properly.</p>   |
| <br> | <p>On 25<sup>th</sup> May a new EU rule will come in to effect.</p> <p>This is called the General Data Protection Regulation or GDPR.</p> <p>This is an update to the existing data protection law.</p> <p>It will make Organisations be more accountable when using your information.</p> <p>It will give you greater control over your information.</p> |



The Muiriosa Foundation collects and keeps personal information about you.

This is to help us provide a good service.

We use your information to do this.



This information includes:

- Name
- Gender
- Date of birth



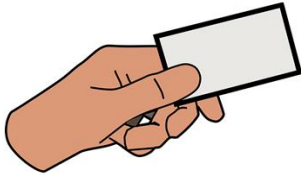
- Religion
- Address
- Phone numbers



- Next of Kin
- Medical history
- Behaviour Support Plans



- Financial details
- Multi-disciplinary Reports
- Dental and GP appointments



We must keep your information safe.

Sometimes we may share your information with people. This is to make sure that we can give you the best service.

People we may share information with include:

- Staff who work with you
- State Bodies who may need information
- Family members who you have said we can.
- Healthcare professionals



We have your information because we want to give you the best services and supports we can.



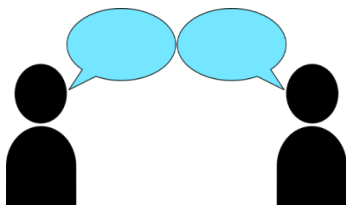
The Data Protection law says the information must be up to date.



You can see the information about you if you want to. This is your right.

We must get back to you within 30 days of you asking.

If you ask for this information and we say no, we must tell you why.



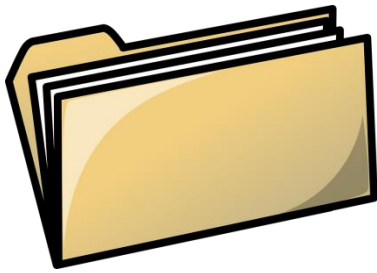
If we say no and you are not happy with this you can contact the Data Protection Commissioner.

They will check what information we have.

They will ask us why we said no.

If they do not agree they will tell us to give you your information.





You should know:

That we have personal information about you

Why we have it

What we do with it



You have the right to ask questions about this.



If the Muiriosa Foundation wants to use your information outside of service delivery we must ask you first.



You can contact the Data Protection Officer by email at [dataprotection@muiriosa.ie](mailto:dataprotection@muiriosa.ie)

or by post at  
Data Protection Officer, Moore Abbey,  
Monasterevin, Co. Kildare