



Listowel Family Resource Centre



Data Protection Policy

Purpose of this policy

This policy is a statement of Listowel Family Resource Centre's commitment to protect the rights and privacy of individuals in accordance with the EU General Data Protection Regulation.

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 matrix.

- **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.

- **Keep it accurate, complete and up-to-date**

We adopt procedures that ensure high levels of data accuracy, completeness and that data is up-to-date.

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- **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**

We have a separate retention policy for personal data.

- **Ensure a copy of the Privacy statement is applied to all 3rd party contracts issued by LFRC**
- **Data Breach**

We have a separate Data Breach policy

- **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.

Joint Protocol for Interagency Collaboration

Having due regard to the need for confidentiality and to share information and data within the context of legislation and relevant policy requirements. Professionals will agree locally on the process to ensure that relevant and key information is communicated to the appropriate personnel in a safe, timely and effective manner. Arrangements will vary between local areas and even on a case by case basis, depending on how data is stored, which professionals are involved, etc.

Responsibility

Overall responsibility for ensuring compliance with Data Protection Acts rests with Listowel 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 Listowel 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

Procedures and Guidelines

Listowel Family Resource Centre is firmly committed to ensuring personal privacy and compliance with the EU General Data Protection Regulation, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.



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Review

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