



## Data Protection Policy

### **Policy**

Ballyspillane Community & 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 and in accordance with the EU General Data Protection Regulation Act 2018.

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.

***Ballyspillane Family Resource Centre is committed to protect the rights and privacy of individuals***

### **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.

- **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 3<sup>rd</sup> party contracts issued by BCFRC**
- **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 Ballyspillane 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 Ballyspillane 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**

Ballyspillane 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.

## **Individuals' Responsibilities**

Any member of the Centre who is involved in the collection, storage or processing of personal data has responsibilities under the legislation and should make sure to:

- Obtain and process personal data fairly
- Keep such data only for explicit and lawful purposes
- Disclose such data only in ways compatible with these purposes
- Keep such data safe and secure
- Keep such data accurate, complete and up to date
- Ensure that such data are adequate, relevant and not excessive
- Retain such data for no longer than is necessary for the explicit purpose
- Give, on request, a copy of the data to the individual to whom they relate such a request is known as an Access Request.

## **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.

### ***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 fulfilment of its functions

2. *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

3. *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

4. *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

5. *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

6. *Ensure that data are 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

7. *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

8. *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.

### ***Roles/Responsibilities***


The Family Resource Centre has overall responsibility for ensuring compliance with the Data Protection legislation. However, all employees 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 in order to ensure that it is in full compliance with the legislation.

### ***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.

### ***Review***

This Policy will be reviewed regularly in light of any legislative or other relevant indicators.

Signed: 

Date: 21/9/2021

