



General Data Protection Regulation – Privacy Notice

St. Joseph's Foundation gather and process your personal information in accordance with this Privacy Notice and in compliance with the relevant data protection regulation and law.

This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

St. Joseph Foundation processes your personal information to meet our legal, statutory and contractual obligations, we will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

Personal Data that we collect.

- Name
- Date of Birth
- Home Address
- Personal e-mail
- Business e-mail
- Home Telephone number
- Mobile number
- PPS number

We collect information in the following ways: Hard Copy Service Application Forms, Employment C.V., Volunteer Application Forms, Application Forms completed on-line.

St. Joseph's Foundation takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice.

Where you have consented to us providing you with information about Fundraising Events, you are free to withdraw this consent at any time.

The purposes and reasons for processing your personal data are:

- We collect and store personal data in the performance of a contract, we provide a service to our Service Users.
- We collect and store personal data in the performance of a contract, we offer contracts of employment to our employees.
- We collect and store your personal data as part of our legal obligation for accounting and tax purposes.

Your Rights

You have the right to access any personal information that St. Josephs Foundation process about you and to request information about

- What personal data we hold about
- The purpose of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (where applicable) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information.

We do not share or disclose any of your personal information without your consent, other than for the purpose specified in this notice or where there is a legal requirement.

St. Josephs Foundation use third parties to support with providing the service and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Safeguarding Measures.

St. Josephs Foundation takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work to protect you and your information from unauthorised access, alteration, disclosure and have several layers of security measures in place, including:

Encryption, restricted access, I.T. authentication, firewalls, anti-virus/malware etc.

Transfer Outside the E.U.

Personal data in the European Union is protected by the General Data Protection Regulation – GDPR but some other countries may not necessarily have the same high standard of protection for your personal data, St. Josephs Foundation utilises some products and services from Northern Ireland and the U.K. : Occupational Therapy Department may source products from both Northern Ireland and the U.K, H.R. Department source CPI training from the U.K., Personal and sensitive data pertaining to Service Users and Staff is transferred to these companies, we take steps to ensure that those providers use the necessary level of protection for your information and abide by strict agreements and measures set out by St. Josephs Foundation to protect your data and comply with the relevant data protection laws.

Consequences of Not Providing Your Data

You are not required to provide your personal information to St. Joseph's Foundation, however as this information is required so we can provide you with a service or offer you a contract of employment we will not be able to proceed without it.

How Long We Keep Your Data.

St. Josephs Foundation only keep your information for as long as is necessary and we have strict reviews and retention policies in place to meet these obligations. We are required under Irish tax law to keep your basic personal information (name, address contact details) for a minimum of six years after which time it will be destroyed.

Where you have consented to us using your details for Fundraising Event we will keep such data until you notify us otherwise and / or withdraw your consent.

Special Categories Data.

Owing to the services that we offer St. Josephs Foundation sometimes needs to process sensitive personal information, known as special category data:

i.e. genetic data, biometric data, data concerning the mental or physical health or sexual orientation of a person, racial or ethnic origin, religious or philosophical beliefs, trade union membership.

Where we collect such information, we will only request and process the minimum necessary for the specified purpose and identify a compliant legal basis for doing so. Where we rely on consent for processing special category data, we will obtain your explicit consent through a signature or parental or legal guardian. You can modify or withdraw consent at any time, which we will act on immediately, unless there is a legitimate or legal reason for not doing so.

Cookie Notice.

A “Cookie” is a small piece of data sent from a website and stored on the user’s computer by the user’s web browser while the user is browsing. When you visit a sight that uses Cookies for the first time, a cookie is downloaded on to your computer/mobile devise so that the next time you visit that site, your devise will remember useful information, such as visited pages.

Cookies are widely used in order to make websites work more effectively, and our site relies on cookies to optimise users experience and for features and services to function properly.

Most web browsers allow some control to restrict or block cookies through the browsers settings, however if you disable cookies you may find this effects your ability to use certain parts of our website or services.

For more information about Cookies visit <http://aboutcookies.org>

Fundraising Opt-Out Form

Fundraising Events.

St. Josephs Foundation would occasionally like to contact you in relation to Fundraising Events that are organised throughout the year.

If you consent to us using your contact details for this purpose, you have the right to modify or withdraw your consent at any time by using the opt-out option.

I wish to opt-out of being contacted in relation to Fundraising Events

Signature: _____

Print name: _____

Address: _____

Contact number: _____

Date: _____

You can return this form by post to: Ms. Maura Twomey, St. Josephs Foundation, Baker's Road, Charleville, Co. Cork.

Or you can e-mail to: mtwomey@stjosephsfoundation.ie

G.D.P.R. Complaint

Lodging a Complaint

St. Josephs Foundation only process your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with The Complaints Officer.

Please send your complaint to:

The Complaints Officer

David Doyle, St. Joseph's Foundation, Baker's Road, Charleville, Co. Cork
063 89252 or e-mail ddoyle@stjosephsfoundation.ie

G.D.P.R. Consent Form

Consent

St. Joseph's Foundation take your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Notice. If you consent to us collecting and processing your personal data, please sign below.

Signature: _____

Print name: _____

Time: _____

Date: _____

I confirm that I have been provided with a copy of St. Joseph's Foundation Privacy Notice and Terms & Conditions prior to giving consent