



## **Privacy Statement for Wexford County Childcare Committee CLG.**

### **Introduction**

We respect your privacy and your rights to control your personal data. We will be clear about what data we collect and why we collect it. This privacy statement explains the personal information we collect from you, why we collect it, how we will use it and how we protect it.

Wexford County Childcare Committee CLG. (WxCCC) collects personal data about you in order to deliver local programmes and actions on behalf of DCYA. By agreeing to this statement WxCCC will hold your personal data as described in this Statement.

Wexford CCC is a Controller of the personal data you (the data subject) provide us.

### **What Data do We Collect?**

We may collect the following types of personal data depending on contract/ programme requirements:

- Name
- Date of birth
- Address
- email address
- Telephone number
- PPS number
- Social welfare status
- Bank account details
- DCYA reference number
- Tusla reference number
- Any other relevant data required.

### **Why We Collect Your Personal Data?**

We use the personal data you share with us so we can communicate with you and disseminate information on behalf of the DCYA and Pobal and other relevant agencies and stakeholders.

### **Where is your data stored?**

Personal data is stored electronically on our internal IT systems/data collection platform (Sendmode) which are backed up and monitored by our IT consultants.

Access is restricted to those staff members who need information to carry out official duties. Access is also controlled by permissions on a need's basis with unique login names and passwords.

Personal data on hardcopy is stored in locked cabinets and is held only as long as in line with WxCCC retention policy.

## **Sharing & Disclosure**

We strive to keep your personal data safe and only share it when necessary. We recognise that you have a right to know that the information you share with WxCCC is maintained confidentially. We only disclose your information as authorised in this Statement. We do not rent or sell your personal data to anyone. We may share your personal data with the third parties listed below.

### **Who We May Share Your Personal Information With:**

WxCCC may share your data with some or all of the organisations mentioned below but only where legally permissible

- Department of Children & Youth Affairs (DCYA)
- Pobal PIP System & Pobal Compliance Officers
- An Garda Síochána
- Tusla Early Years Inspectorate
- Health & Safety Authority
- National Employment Rights Authority
- The Revenue Commissioners
- Tusla - Child and Family Agency

### **Protection of Named Service & others and Disclosures for Law Enforcement**

Under certain circumstances WxCCC may be required to disclose your personal data in response to valid requests by public authorities to meet law enforcement requirements.

## **5. What we do with your data?**

Your personal data is stored and processed in Wexford CCC located at Enniscorthy Enterprise & Technology Centre (EETC), Milehouse Road, Enniscorthy, Co. Wexford.

## **6. How long we keep your personal data?**

Your records will be kept in line with our data retention policy.

## **7. What are your rights?**

We use appropriate technical, organisational and administrative security measures to protect all personal data we hold in our records and keep it secure. Unfortunately, no organisation can guarantee complete security.

**Right of Access**

Individuals have the right to access their personal data and supplementary information. To request an Access Request Form please contact us at [info@wexfordchildcare.ie](mailto:info@wexfordchildcare.ie) or in writing at EETC (address above) or orally on 053 9237156. This will be free of charge. We will acknowledge your request and respond to you within 1 month.

**Right to Rectification**

Please advise the WxCCC of any changes in your personal data, as soon as possible. Should you believe that any personal data we hold on you is incomplete or incorrect complete, you have the ability to request to see this information and have it rectified.

**Right to Erasure**

In certain circumstances, data subjects have the right to erasure of their data. Please contact us at [info@wexfordchildcare.ie](mailto:info@wexfordchildcare.ie) or in writing at EETC (address above). We will acknowledge your request and respond to you within 1 month. This is not an absolute right and only applies in certain circumstances.

**Right to Restrict Processing**

Individuals have the right to request the restriction or suppression of their personal data. Please contact us at [info@wexfordchildcare.ie](mailto:info@wexfordchildcare.ie) or in writing at EETC (address above). We will acknowledge your request and respond to you within 1 month. This is not an absolute right and only applies in certain circumstances.

**Right to Object**

You have the right to object and be removed from any direct marketing emails

**Right to be Informed**

This privacy policy explains what information we need to collect and how we use it.

**Right to Portability**

Data subjects can ask that their personal data be transferred to them by informing the Data Protection Officer in writing.

In the event, that you wish to complain about how we have handled your personal data, please contact us at [info@wexfordchildcare.ie](mailto:info@wexfordchildcare.ie) or in writing at EETC (address above) . We will then investigate your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact Irish Data Protection Authority and file a complaint with them.

By post: Canal House, Station Road, Portarlinton, R32 AP23, Co. Laois.

By e-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

By phone: 0761 104 800 or lo-call number 1890 252 231

**Cookie Policy**

Our website may use "cookies" to enhance user experience. User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. It is important to note that these cookies do not collect or store any personal information or data that can be used to identify a specific living person. Users may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the website may not function properly.

**Third Party Websites**

Users may find links or other content on our website that link to the sites and services of our partners, and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our website. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our website, is subject to that website's own terms and policies.

**Development /Changes to Privacy Statement**

Any changes/development to the privacy statement will be noted on the statement and a hard copy is available on request from [info@wexfordchildcare.ie](mailto:info@wexfordchildcare.ie)