

Data Protection Policy

Introduction

At Monaghan Integrated Development CLG (MID) your privacy and data protection rights are very important to us.

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format. The Data Protection Acts 1988, 2003 (the “Data Protection Acts”) and the General Data Protection Regulation 2018 lay down strict rules about the way in which personal data and sensitive personal data are collected, accessed, used and disclosed. The Data Protection Acts also permit individuals to access their personal data on request, and confer on individuals the right to have their personal data amended if found to be incorrect.

Data Protection Policy

Purpose of this policy

This policy is a statement of MID’s commitment to protect the rights and privacy of individuals in accordance with the Data Protection Acts. This policy was approved by the Board of MID on 21st June 2018

Collecting information about you.

We collect and use information to provide the following services:

- Social Inclusion Activation Programme (SICAP)
- LEADER Programme
- Local Employment Service
- Jobs Club
- Tus
- Rural Social Scheme
- Volunteer Centre
- Peace 4 Programme
- Helping Hands
- CAWT
- Any other programmes delivered from time to time

Each service will have its own Data Consent form that individual clients will be requested to complete. This information may cover personal data, sensitive data, that their data may be disclosed to other service providers for referrals/ appointments, and to be contacted for future survey/evaluation purposes.

Data Protection Principles

We shall perform our responsibilities under the Data Protection Acts in accordance with the following eight Data Protection principles:

1. **Obtain and process information fairly**

We shall obtain and process your personal data fairly and in accordance with statutory and other legal obligations.

2. **Keep it only for one or more specified, explicit and lawful purposes**

We shall keep your personal data for purposes that are specific, lawful and clearly stated. Your personal data will only be processed in a manner compatible with these purposes.

3. **Use and disclose only in ways compatible with these purposes**

We shall use and disclose your personal data only in circumstances that are necessary for the purposes for which we collected the data.

4. **Keep it safe and secure**

We shall take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of your personal data and against its accidental loss or destruction.

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

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

6. **Ensure it is adequate, relevant and not excessive**

We shall only hold your personal data to the extent that it is adequate, relevant and not excessive.

7. **Retain for no longer than is necessary**

We have a retention policy for your personal data.

8. **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.

Responsibility

Overall responsibility for ensuring compliance with Data Protection Acts rests with MID. However our responsibility varies depending upon whether we are acting as either a Data Controller or a Data Processor.

All employees and contractors of MID who separately collect, control or process the content and use of personal data are individually responsible for compliance with the Data Protection Acts. The CEO will co-ordinate the provision of support, assistance, advice, and training throughout the Company to ensure that MID is in a position to comply with the legislation.

Procedures and Guidelines

MID is firmly committed to ensuring personal privacy and compliance with the Data Protection Acts, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.