

DATA PROTECTION POLICY

Introduction

Cavan County Childcare Committee, in conducting its business, needs to gather and use certain information about individuals. This can include parents, childcare staff and committee members, clients, suppliers, business contacts, employees and other people that we have a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet data protection standards and to comply with GDPR.

PRIVACY POLICY

PRIVACY POLICY for Early Years Providers

Opening Statement

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.

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

Cavan County Childcare Committee is a Controller of the personal data you (the data subject) provide us. We may collect the following types of personal data from you, about you depending on programme requirements:

Personal Data: date of birth, your address, email address, telephone number, PPS number, social welfare status, bank account details, DCYA reference number, Tusla reference number, and 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.

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 CCCC is maintained confidentially. We only disclose your information as authorised in this Statement. We do not rent or sell your Personal Information to anyone. We may share your personal information with the third parties listed below.

Who We May Share Your Personal Information With:

- 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 CCCC may be required to disclose your Personal Information in response to valid requests by public authorities to meet law enforcement requirements.

What we do with your data?

Your personal data is stored and processed in CCCC located at CCCC Address.

How long we keep your personal data?

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

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. Please use the Subject Access Request Form and contact the Manager at admin@cavancce.ie or in writing at Unit 5 Cavan Enterprise Centre, Killygarry, Dublin Rd, Cavan. We will acknowledge your request and respond to you within 1 month

Right to Rectification

Please advise the service of any changes in your or your personal information, 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 the Manager at admin@cavancccc.ie or in writing at Unit 5 Cavan Enterprise Centre, Killygarry, Dublin Rd, Cavan. 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 the Manager at admin@cavancccc.ie or in writing at Unit 5 Cavan Enterprise Centre, Killygarry, Dublin Rd, Cavan. 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 or a third party in machine readable format (Word, PDF, etc.). However, such requests can only be fulfilled if the data in question is: 1) provided by the data subject to the service, 2) is processed automatically and 3) is processed based on consent or fulfilment of a contract.

In the event, that you wish to complain about how we have handled your personal data, please contact the Manager of Cavan County Childcare Committee at admin@cavancccc.ie or in writing at Unit 5 Cavan Enterprise Centre, Killygarry, Dublin Rd, Cavan. The Manager 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.

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