



East Limerick Children's Services
Midwest Children's Disability Network Team
Unit 4, Crossagalla, Eastway Business Park,
Ballysimon Road, Limerick **V94 E179**

Tel: **061-603400** email: **reception@eastlimerick.ie**

Tuesday, November 13, 2018

Dear Parent/Guardian,

East Limerick Children's Services (ELCS) run by The Daughters of Charity Disability Support Services in partnership with the HSE, takes privacy seriously. It is important that you know exactly what we do with personal information that you and others provide to us, why we gather it and what it means to you and your child.

This document is being provided to you in line with our obligations under the General Data Protection Regulation (GDPR), which came into force on 25 May 2018. From that date, the GDPR, together with applicable Irish requirements, have amended existing data protection law and place enhanced accountability and transparency obligations on organisations when using your child's information, including a right to object to processing of your child's personal information where that processing is carried out for the delivery of our Services.

Please take the time to read this notice carefully. If your child is old enough, please read this summary with them and ensure they understand it. If you have any questions about how we use you or your child's information, please contact our Data Protection Officer at the details below.

This summary explains the East Limerick Children's Services (ELCS) data practice and tells you about the information we collect about you.

1. What type of information we may hold on you.

- We hold data to identify you and your child, your name address, contact details.
- We may hold information about you and your child's medical conditions.
- We may hold information about your legal relationship to your child.
- We may hold information about you and your child's personal circumstances, family and living arrangements.
- We hold any information you may have supplied to us when your child joined our Services.
- We may hold any information about you provided by other HSE, medical professionals, social workers, etc.
- We may hold information which you have consented to us using.

2. When we collect your information.

We collect information that you give us, or health professionals give us, when your child joined ELCS.

3. How we use your information and the legal basis.

We use and share your data only where

- You have agreed or given explicit consent to the using of your/ your child's data in a specific way and you can withdraw your consent at any time.
- When it is necessary in relation to the provision of services and supports to your child.
- Used for our legitimate interests such as managing our Services including providing service information to you and your child.
- Requesting and updating various levels of consent and consultation regarding issues surrounding individual's supports and services.
- Under legal obligation.

4. How we use automated processing or “analytics”.

We do not use any automated processing or analytics of your personal or sensitive information.

5. With whom we might share your information.

- Third parties with whom we need to share your child’s information to facilitate the delivery of appropriate supports and safe services to your child.
- Statutory or regulatory bodies including central and local government, and law enforcement authorities under disclosure orders or other relevant regulations.
- Healthcare and medical consultants to ensure the safe delivery of appropriate supports and safe services to your child.
- Other professional in Health and Education services to support the effective and efficient delivery of supports and services to your child.

6. How long we hold your data.

How long we hold your data is subject to legislation and regulatory rules we must follow, set by authorities such as the Department of Health, TUSLA and the Health Service Executive. Usually this means that we hold your data while your family member is with our Services and for a period thereafter in line with our records retention and destruction policy.

7. Your rights

From 25th May 2018, you have several enhanced rights in relation to how we use your child’s information, including the right, without undue delay to:

- Find out if we use your child’s information, access your child’s information and receive copies of your child’s information;
- Have inaccurate/incomplete information corrected and updated;
- Object to particular use of your child’s personal data for our legitimate business;
- In certain circumstances, to have your child’s information deleted or our use of your child’s data restricted;
- Exercise the right to data portability (i.e. obtain a transferable copy of your child’s information we hold to transfer to another provider); and
- To withdraw consent at any time where processing is based on consent.

If you wish to exercise any of your data rights you can contact us at ELCS - Daughters of Charity Disability Support Services and the local Data Protection Representative (DPR) will facilitate you.

If we are unable to deal with your request fully within a calendar month (due to the complexity or number of requests) we may extend this period by a further two calendar months and shall explain the reason why. If you make your request electronically, we will try to provide you with the relevant information electronically.

You also have the right to complain to the Data Protection Commissioner. You can contact the Office of the Data Protection Commissioner at:

Telephone:	+353 57 8684800 +353 (0)761 104 800	Postal Address:	Data Protection Commissioner Canal House Station Road Portarlinton R32 AP23 Co. Laois, Ireland
Lo Call Number	1890 252 231		
E-mail	info@dataprotection.ie		

8. How to contact us and our Data Protection Officer

If you have questions about how we use your information, you can reach our Data Protection Officer at:

Telephone: +353 61 216931

Postal Address: Marie Grimes McGrath
(FOI Officer/Data Controller),
Daughters of Charity Disability Support Services,
St. Vincent's Centre,
Lisnagry,
Limerick

E-mail mgrimesmcgrath@lim-docservice.ie

9. Updates

We may have to update our Data Privacy Notice from time to time. Any updates will be made available and where appropriate on our web site www.docservice.ie.

10. What do I do now?

You do not need to do anything following receipt of this notice, the Daughters of Charity / East Limerick Children's Services wishes to assure you that we endeavour to operate in compliance with the Data Protection Act 2018 and the EU General Data Protection Regulations.

Yours sincerely

Breda Corcoran

Breda Corcoran
Children's Services Manager

Brian O'Flanagan

Brian O'Flanagan
Administrator