

PRIVACY NOTICE

Limerick Youth Service

1. What is Personal Data?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the EU General Data Protection Regulation (the "GDPR") and the Data Protection Act 2018

2. Who are we?

Limerick Youth Service is the data controller (contact details below). This means it determines how your personal data is processed and for what purposes.

3. How do we process your data?

Limerick Youth Service complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- Provision of Services
- Employment
- Financial Obligations
- Public Health & Safety

4. What is the legal basis for processing your personal data?

Depending on the data subject and category of data, we process personal data on the legal basis of:

- Data subject has given consent
- Performance of a contract (to which the Data Subject is party)
- Legal obligation (to which Controller is subject)
- Legitimate interests (pursued by Controller)

5. Sharing your personal data

In certain circumstance, we need to share personal data in pursuit of our legitimate interests, for example the use of processors to manage the secure storage of your data.

In instances where referrals of young people to organisations and agencies outside of LYS maybe beneficial, and ONLY with your prior consent, relevant information may be shared with these agencies. Please be aware that under the Children's First Act 2015, we are obliged to report any concerns regarding child safeguarding to the relevant authority.

7. How long do we keep your data?

We keep data in accordance with the guidance set out within our formal records retention guidelines and do not maintain data beyond what is absolutely required for operational reasons or where otherwise required by law.

8. Your rights and your personal data

You have the following rights with respect to your personal data: -

- The right to request a copy of your personal data, which [name of organisation] holds about you.
- The right to request that [name of organisation] correct any personal data if it is found to be inaccurate, incomplete or out-of-date.
- The right to request your personal data is erased where it is no longer necessary or lawful for [name of organisation] to retain such data.
- The right to request that [name of organisation] provide you with a copy of your personal data and, in certain circumstances, to transmit that data directly to another data controller.

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data
- The right to lodge a complaint with the Data Protection Commission.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice. The new notice will explain the new use of your personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the [contact] at the following location.

[name of organisation]

Address:

TEL: +353 1

FAX: +353 1

EMAIL:

WEBSITE:

11. Complaints

You have the right to make a complaint to the Data Protection Commission which you can contact by phone: +353 (0761) 104 800; via email info@dataprotection.ie or by writing to:

The Data Protection Commissioner,

Canal House,

Station Road,

Portarlinton,

Co. Laois,

R32 AP23.