

PRIVACY STATEMENT

THE CLARE COUNTY CHILDCARE COMMITTEE CLG

Version	6
Date	01/08/2024
Owner	Clare County Childcare Committee
Related GDPR Articles	12, 13, 14
Related Documents	Data Protection Policy Data Subject Access Request Procedure Data Retention Policy

The Clare County Childcare Committee Clg **1 Kilrush Road, Ennis, Co Clare**

1. 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.

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

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

- Personal Data: your address, email address, telephone number, DCEDIY reference number, Tusla reference number, date of birth, PPS number, bank account details and any other relevant data required.

2. 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 DCEDIY and Pobal and other relevant agencies and stakeholders.

3. 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 Clare County Childcare Committee 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, Equality, Disability, Integration and Youth (DCEDIY)

- Pobal HIVE System & Pobal Compliance Officers
- An Garda Síochána
- Tusla Early Years Inspectorate
- Health & Safety Authority
- National Employment Rights Authority
- Tusla - Child and Family Agency
- Department of Education
- Better Start: National Early Years Quality Development Service
- CMDO - Childminding Development Officer
- CCI – Childcare Committees Ireland

Protection of Named Service & others and Disclosures for Law Enforcement

Under certain circumstances Clare CCC may be required to disclose your Personal Information in response to valid requests by public authorities to meet law enforcement requirements.

4. What we do with your data?

Your personal data is stored and processed in Clare CCC located at 1 Kilrush Road, Ennis, Co Clare.

5. How long we keep your personal data?

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

6. 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. Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems

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 info@clarechildcare.ie or in writing at 1 Kilrush Road, Ennis, Co Clare. We will acknowledge your request and respond to you within 1 month.

Right to Rectification

Please advise us of any changes in your service 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 info@clarechildcare.ie or in writing at 1 Kilrush Road, Ennis, Co Clare. 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 info@clarechildcare.ie or in writing at 1 Kilrush road, Ennis Co Clare. 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 Clare County Childcare Committee at info@clarechildcare.ie or in writing at 1 Kilrush Road, Ennis, Co Clare. 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.

How to exercise your rights

Where to forward your request

If you want to exercise any of your rights as outlined above, please contact our Data Protection Officer at info@clarechildcare.ie or by writing to us at:

Clare County Childcare Committee, 1 Kilrush Road, Ennis, Co Clare, V95CXP1

When we will answer your request

It is our responsibility to respond to each of the above-mentioned requests within one month from their receipt. Nevertheless, it may occur, where requests are particularly complex or that we have received a high number of such requests, that we may require additional time to respond to you. In this case, we assure to provide you the reasons of such delay and to reply within a maximum of three months.

What are the costs of the request

As prescribed by the law, you will not be charged for any of the actions taken to fulfil your data protection rights.

What information the request should contain

Any requests must meet the following requirements:

- It must be in writing
- It should contain a valid proof of your identity
- It should provide a description of the specific personal data you wish to:
 - Access
 - Rectify
 - Erase
 - Object

How to Make a Complaint

If you have a complaint about the use of your personal information, please let us know to give us the opportunity to put things right as quickly as possible.

You can make a complaint by emailing us at: info@clarechildcare.ie

Please be assured that all complaints received will be fully investigated. We ask that you supply as much information as possible to help our staff resolve your complaint quickly.

However, if you intend to direct your complaint/concerns to the Office of the Data Protection Commission the contact details are:

Telephone: +353 01 765 01 00

Lo Call Number: 1800 437 737

Email: info@dataprotection.ie

Webform: <https://forms.dataprotection.ie/contact>

Postal address: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28