



Privacy Statement for Service Users of the Dun Laoghaire Rathdown Outreach Project

The Dun Laoghaire Rathdown Outreach Project CLG collects and processes personal data relating to its Service Users to manage the therapeutic relationship and the community employment aspects of our programmes. The Dun Laoghaire Rathdown Outreach Project CLG is committed to being open and transparent about how it collects and uses that data and to meet its data protection obligations.

The lawful conditions for which data is processed are our legitimate interest, consent, progression of a contract and vital interest of the data subject. Data processed includes (but is not limited to) all information relevant to your referral, assessment, care plan, individual learner plan and payroll across the areas of drug/alcohol use, legal issues, relationship & family, finances, education & training, mental & physical health. Other information that may be held on record are disciplinary or grievance procedures, feedback and survey data, information about medical or health conditions and other information to comply with health and safety legislation and legal obligations and management purposes.

For funding and statutory purposes, we are obliged to take part in statistical data reporting with the Health Research Board (HRB) and also our funders such as but not exclusive to the Health Service Executive (HSE) Dun Laoghaire Rathdown Local Drug & Alcohol Task Force and other state bodies. This data is anonymous, (you are not identified but your credentials are i.e. age, gender, area of residence). We will also need to share information with other service providers relevant to your care plan, such as where and when multi-agencies are involved in your care which includes the Education & Training Board and the Department of Employment Affairs & Social Protection (DEASP) and our standard consent will cover this.

You hereby agree and consent that the Dun Laoghaire Rathdown Outreach Project CLG may, when necessary for those purposes, make such data available to its advisors, to parties providing products and/or services to the Dun Laoghaire Rathdown Outreach Project CLG (including, without limitation, IT systems suppliers, online backup, Client Relationship Management Systems), to regulatory authorities (including the Revenue Commissioners), to any potential purchasers of the Dun Laoghaire Rathdown Outreach Project CLG or its business (on a confidential basis) and as required by law. In these circumstances, the Dun Laoghaire Rathdown Outreach Project CLG will take all reasonable steps to ensure the security of your data and where appropriate will enter into contract with such third party data processors. We will work within our Data Protection & Confidentiality policies and procedures.

The Dun Laoghaire Rathdown Outreach Project CLG will not transfer personal data to organisations outside the European Economic Area (EEA).

You have the following rights as a Data Subject (Contained in greater detail on the reverse):

- The Right to be Forgotten (Right to Erasure)
- The Right to Restriction of Processing
- The Right to Object to Certain Processing
- The Right to Data Portability
- The Right of Access to One's Personal Data
- Rights in relation to Profiling and Automated Decision Making

Should you wish to make a written request to assert any of your rights above we are obliged to respond to your request within 30 days. More information on the procedures involved can be found in the Data Protection Policy

I hereby agree and consent that the Dun Laoghaire Rathdown Outreach Project CLG will process personal data relating to you for the purposes set out above.

Service User: _____

Staff Member: _____

Date: _____

YOUR RIGHTS AS A DATA SUBJECT IN GREATER DETAIL

Your Right to be Forgotten

The Data Subject shall have the right to obtain from the Controller the erasure of personal data concerning him or her without undue delay where one of the following grounds applies:

- The personal data is no longer necessary in relation to the purposes for which it was collected or otherwise processed;
- The Data Subject withdraws consent;
- The Data Subject objects to the processing;
- The personal data has been unlawfully processed;
- The personal data has to be erased for compliance with a legal obligation in Union or Member State law to which the Controller is subject;
- The personal data has been collected in relation to the offer of information society services (from children under 16 years of age).

Your Right to Restriction of Processing

The Data Subject shall have the right to obtain from the Controller the restriction of the processing of personal data where:

- The accuracy of the data is contested by the Data Subject, for a period of time, enabling the Controller to verify the accuracy of the data;
- The processing is unlawful and the Data Subject opposes the erasure of the data and requests the restriction of their use instead;
- The Controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims; or
- He or she has objected to processing, pending the verification whether the legitimate grounds of the Controller override those of the Data Subject.

Your Right to Object

- A Data Subject is entitled to object to the processing of their personal data based on his or her particular situation or state of mind
- The burden is on the Data Controller to be able to demonstrate that the Controller's compelling legitimate interest overrides the interests or the fundamental rights and freedoms of the data subject
- Otherwise, the Data Subject's objection takes priority

Your Right to Data Portability

- The Data Subject should be able to receive a copy of the personal data which he or she has provided to a controller in a structured, commonly used, machine-readable and interoperable format
- The Controller must also be able to transmit this data, at the Data Subject's request, to another controller
- For example, where a Data Subject changes mobile phone services from one provider to another, they can request that their account details, tariff preferences, etc. be transferred by the old provider to the new one.

Your Right to Access Your Personal Data

Every Data Subject should have the right to know:

- The purposes for which the personal data are processed;
- The period for which the personal data are processed (where possible);
- The recipients of the personal data;
- The logic involved in any automatic personal data processing; and
- Where profiling is involved, the consequences of such processing.

Your Rights in Relation to Profiling and Automated Decision Making

The Data Subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, unless the processing...

- Is necessary for entering into, or performance of, a contract between the Data Subject and a Controller;
- Is authorised by Union or Member State law to which the Controller is subject and which also lays down suitable measures to safeguard the Data Subject's rights and freedoms and legitimate interests; or
- Is based on the Data Subject's explicit consent.