



## **Young Knocknaheeny Privacy Notice:**

Young Knocknaheeny is what is known as the 'Controller' of the personal data you provide to us. We take your privacy seriously and will only use personal information about you and your child to provide the services you have requested from us.

We collect different kinds of personal data to be able to provide the services you wish to take part in. Most of this data is collected on the registration form and during home visits.

The registration form includes your name, address, phone number, details of your child including date of birth and additional information which may include some health-care details and history needed to allow us to provide our services to you and your child. You will be asked to confirm your consent for us to collect and hold this information upon completion of the registration form.

In addition to this, if you engage in the Young Knocknaheeny Programme we will gather and store additional information with your consent. This information may include specific medical details, history, and information on your nationality, religion or ethnic origin. This information is gathered to provide the appropriate care and support for you and your child. You will be asked to confirm your consent for us to collect and hold this information upon your initial meeting with a team member.

## **Why Young Knocknaheeny Needs Data/Purpose of the Processing**

Young Knocknaheeny needs your basic personal data and sensitive personal data to provide you with its services. Young Knocknaheeny will not collect any personal data from you if it is not needed to provide and oversee the service to you.

## **What Young Knocknaheeny Does with Data/Disclosure**

All the personal data is processed by team members designated by management. To deliver our services effectively, we may need to exchange your details with:

- The relevant funding bodies such as DCYA, Pobal and Atlantic Philanthropies,
- Regulators such as TUSLA,
- Health professionals such as your PHN, GP or CUMH,
- External personnel such as HR contractors and professional advisors.

Young Knocknaheeny has a Data Protection Policy in place to oversee the effective and secure processing of your personal data.

## **How Long Young Knocknaheeny Keeps Data/Retention Period and Criteria Used:**

Young Knocknaheeny will keep your and your child's personal data for as long as your family remains engaged with the Programme and for the period afterwards required by the relevant statutory and legislative guidelines that apply to our Programme. More information on Young Knocknaheeny's retention policies can be found by contacting the manager directly at the address given below.





## **What are your rights?**

If you wish to see what information Young Knocknaheeny holds on you or your child, simply contact the Manager either by post or email and we will do our best to respond to you within 30 days of receipt of your request.

If at any point you believe the information Young Knocknaheeny processes on you is incorrect, you may request to have it corrected. If you wish to raise a complaint on how Young Knocknaheeny has handled your personal data, you can also contact the Manager.

Data Controller: Young Knocknaheeny

Contact Point: 021 6010656

Manager: Katherine Harford ([katherine.ykabc@nicheonline.ie](mailto:katherine.ykabc@nicheonline.ie))

If you are not satisfied with our response or believe Young Knocknaheeny is not processing your personal data in accordance with the law, you can complain directly to the Office of the Data Protection Commissioner at:

Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address:

Data Protection Commissioner

Canal House

Station Road

Portarlinton

R32 AP23

Co. Laois