

St Luke's Charity, Cork, CLG and its subsidiary St Luke's Home, Cork, CLG.

Data Privacy Statement

We are committed to protecting and respecting your privacy. This statement sets out what we do with personal information that you and others provide to us and why we gather it. This document is being provided to you in line with our obligations under the General Data Protection Regulations (GDPR) which come into effect on May 25th 2018

Information Collection and Use

The personal information we collect from you might include your name, address including e mail address and contact telephone number. St Luke's may collect this information in a variety of ways including contract of care agreements, application forms, curriculum vitae's, identity documents, evaluation forms, or other forms of assessment. The personal information we hold and process on your behalf will be used to enable us to operate our business and manage our relationship with you effectively, lawfully and appropriately. This includes using information to enable us to comply with health regulations, to comply with legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

We may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes or reporting potential crimes. We will never process your data where these interests are overridden by your own interests.

We do not sell or rent your information to any third party organisation for marketing, fundraising or campaigning purposes.

When you give us personal information we take steps to ensure that it is secure. Once we receive your information, we use technical and organisational precautions to prevent the loss, misuse or alteration of your personal data.

Who will have access to the data?

Your information may be shared internally with our staff for the purposes of our normal business operations. We will not share your data with third parties without your permission or transfer it outside of the European Union.

How long will we keep your Personal Information?

We retain data for periods necessary to comply with legal obligations and for the duration needed to manage relationships with existing residents, supporters and their families (past and present) volunteers, students, service contractors and employees.

What rights and choices do you have?

From May 25th 2018 you will have several enhanced rights in relation to how we use your information including

- Access and obtain a copy of your data on request
- Request the organisation to change incorrect or incomplete data
- Object to a particular use of your personal data for our legitimate business interests or direct marketing purposes
- In certain circumstances to have your information deleted or our use of your data restricted
- A right to data portability
- To withdraw consent at any time where processing is based on consent
- Any questions regarding this statement and our privacy practices should be sent to the HR office at St Luke's in the first instance
- You have the right to lodge a complaint to the Data Commissioner's Office if you believe that we have not complied with the requirements of the GDPR

Review and update

We keep this Privacy Statement under periodic review. This statement was last updated in May 2018.