

Privacy Notice

1. Who we are:

We are Windmill Therapeutic Training Unit clg, Larkins Lane, South Main Street Wexford, known as Windmill. We provide Day Service supports to adults with mild to moderate intellectual disability, serving people from Wexford and the surrounding area. The main focus of Windmill is to support people to have lives rich with fulfilling relationships and opportunities and to achieve their rightful place as equally valued citizens.

You can contact us at this address by post or by email at info@windmilltherapeutic.com

Our data protection representative is Linda Kelly, lindakelly@windmilltherapeutic.com

2. Why we process your data, the lawful basis for processing your data and who we share it with

For our Service Users and staff, we process data to:

- A. Meet our legal and regulatory obligations
- B. Make returns to Revenue Commissioners
- C. Correspond with other professional advisers whenever necessary
- D. Protect both our interests

The legal basis for the processing of this data is:

processing necessary for the performance of a contract to which you are a party.

There may also be limited circumstances where our legal basis for processing data is:

by your consent (where we have sought it and you have provided it to us), in which case you can withdraw your consent at any time.

We may send you emails through our email service provider, which is Graphedia Ltd. Graphedia may only process this data for the purpose of providing us with their services, and no other purpose.

We will share personal information with law enforcement or other authorities if required by applicable law.

We will retain this data in accordance with our Retention Policy (see Record Retention Periods Health Service Policy 2013)

We use banking on line with, Bank of Ireland, and store your bank account details as a payee on the BOI online banking system for the purposes of making money transfers to you. These services may only process this data for the purpose of providing us with their services, and no other purpose.

3. Information received from third parties and the source of that data

We also obtain personal information from other sources as follows:

- HSE, your medical advisers, previous employers, Revenue Commissioners and state departments

4. Your rights relating to personal data

You have the following rights under the GDPR, in certain circumstances and subject to certain exemptions, in relation to your personal data:-

- right to access the data - you have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.
- right to rectification- you have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.
- right to erasure - you have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.
- right to restriction of processing or to object to processing - you have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.
- Right to data portability - you have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.

In order to exercise any of the rights set out above, please contact us at the contact details at the start of this privacy notice.

If we are processing personal data based on your consent, you may withdraw that consent at any time. This does not affect the lawfulness of processing which took place prior to the withdrawal of consent.

If you are unhappy with how we process personal data, we ask you to contact us.

You may lodge a complaint with a supervisory authority. The Irish supervisory authority is the Data Protection Commission.

5. Requirement to process personal data

If you do not provide us with your information for the purposes described above, we cannot provide you with employment/service.

We do not use any personal data for the purpose of automated decision-making or profiling.

6. Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

7. Changes to this privacy notice

This privacy notice was published on 25th May 2018 and last updated on 25th May 2018.

We may change this privacy notice from time to time, when we do we will inform you.

8. How to contact us

Please contact us at Windmill Therapeutic Training Unit clg, Larkin's Lane, South Main Street, Wexford, e mail info@windmilltherapeutic.com or telephone 053 9122358 if you have any questions about this privacy notice or the information we hold about you.

Signed: _____

Dated: _____

On behalf of the Board of Directors