**MUNTERCONNAUGHT COMMUNITY DEVELOPMENT**

**ASSOCIATION CLG**

**SUPERKIDS**

**DATA PROTECTION POLICY**

**January 2024**

Munterconnaught Community Development Association clg (the Company) is a company registered by guarantee with its registered office at Ballydurrow Community Centre, Ballydurrow, Virginia, County Cavan, A82 A306.

The Company is directed and managed by a Board of Directors.

The Company is the Service Provider of SuperKids a registered preschool for children aged 2 years 8 months to 5 years.

This policy applies to all activities of the Company, including SuperKids.

**Commitment to Policy**

The Company is fully committed to protecting the privacy rights of individuals in relation to processing their personal data and recognises that this confers rights on individuals as well as responsibilities on those processing the personal data.

This policy outlines our approach to compliance with the Data Protection Acts 1988 to 2018 and the General Data Protection Regulations 2018.

**Scope of the Policy**

This policy applies to all personal data received or created in the course of any of the activities of the Company in all formats and across all time periods.Personal data may be in any format including, but not limited to, paper and/or electronic formats and/or communicated verbally or by telephone.

The policy applies to all locations where the personal data is held by the Company and, if relevant, any data processor acting for the Company.

**Roles & Responsibilities**

The Company is the Data Controller. The Company commits to acting in a transparent manner and is responsible for determining the purposes of personal data collection and the means of processing such data on behalf of: parents/guardians of children attending SuperKids; children attending SuperKids; employees; volunteers; other individuals/groups using/renting the Community Centre; contractors; suppliers; and Directors.

The Company Secretary is responsible for answering any questions regarding this policy and the Company’s approach to privacy.

Any requests by an individual to exercise their legal rights should be addressed to the Company Secretary.

**Personal Data**

Personal data is any information that can identify an individual either directly or indirectly in conjunction with other information. This includes, but is not limited to, name, address, date of birth, telephone/mobile number, PPSN and/or any information relating to the income or health of an individual.

There are special/sensitive categories of data which can only be processed under specific circumstances and with appropriate safeguards in place: these include racial or ethnic origin, religious beliefs sexual orientation and information about children.

The Company may collect, use, store and transfer different types of personal data and use it for a variety of different purposes, including:

 **Type of Personal Data Legal Basis for Processing**

 Contact Information Consent

 Family Information Consent

 Financial Information Legal Obligation

 Safeguarding Information/ Legal Obligation/

 Garda Vetting Consent

 Photographs/ Images Consent

No photographs of children who are enrolling, enrolled or have been enrolled will be circulated to social media organisations, the press or any other type of media without the specific consent of the parents/guardians concerned.

**Data Protection Principles**

The Company is responsible for ensuring that personal data is:

* processed legally, fairly and in a transparent manner;
* collected for specific, explicit and legitimate purposes only;
* adequate, relevant and limited to what is necessary;
* accurate and kept up-to-date as necessary;
* kept in a form which enables identification of data subjects for no longer than is necessary or legally required; and
* kept safe and processed in a manner which ensures appropriate security of all personal data.

**Lawfulness of Processing Data**

As shown above, the Company collects personal data for several purposes and, as set out below, relies on a number of legal bases to do so.

1. To enter into and perform a contract including but not limited to:

* administering employment, financial or legal contract;
* providing the service of SuperKids;
* paying for services provided;
* providing services such as the rental of the Community Centre.

2. To comply with a legal obligation including but not limited to:

* providing personal information to Tusla and other childcare agencies legally entitled to such information;
* providing personal information to the Revenue Commissioners and other Government bodies;
* providing information to An Garda Siochána; and
* verifying personal information and meeting legal and compliance obligations.

3. To carry out legitimate activities of the Company whilst ensuring a fair balance between the interests of the Company and the fundamental rights and freedoms of the individuals on whom we hold personal data, for example:

* the Company may use personal information as may be necessary for the administration and management of all of its activities;
* the Company may use personal information to update individuals on the activities of the Company, including SuperKids; and
* the Company may process personal special/sensitive data for legitimate purposes always provided that date refers to employees, previous employees, volunteers, parents/guardians of children who are enrolling, enrolled or have been enrolled in SuperKids and children who are enrolling, enrolled or have been enrolled in SuperKIds;

4. To process images recorded on the CCTV installed in the Community Centre and its grounds, such processing always to be within the terms of the Company’s CCTV Policy and Procedures.

**Rights of Data Subjects**

Where the Company holds personal data on any individual, that individual has the legal right to:

* request a copy of the personal information held on them by the Company;
* have the Company rectify any inaccurate information on them held by the Company;
* withdraw their consent where the Company has relied on consent to process the information;
* request the Company to erase their personal data, subject to certain exceptions;
* restrict processing of their personal data in certain circumstances; and
* lodge a complaint to the relevant authority where they have legitimate concerns about how the Company processes their data.

**Data Storage**

The Company will retain personal data for no longer than is necessary to comply with accounting, reporting or legal obligations.

**Data Breaches**

The Company is required to report serious data breaches to the Data protection Commissioner within 72 hours of becoming aware of the breach,