**Kerry County Childcare Committee Privacy Statement**

1. **WHO WE ARE**: We are Kerry County Childcare Committee CLG. This privacy statement explains the personal information we collect from you, why we collect it, how we will use it and how we protect it.
2. **WHAT WE USE YOUR DATA FOR:** We use your data collected in person or online to:

* Contact you to respond to any queries or communications you may send us
* Establish your eligibility for our various programmes and supports
* Review how we assisted you so we can provide you with the best possible tailored supports
* Share your name and contact details with third parties, with your agreement, so we can acquire further information on your behalf
* Produce statistics which will help us plan and improve our services
* Provide our funders with data to assist them in providing a better national service
* Provide you with information about our upcoming training courses, workshops and events

1. **OUR LEGAL BASIS FOR PROCESSING YOUR DATA:** We are legally permitted to process your data based on the following grounds:

* When you register for one of our services, consent is provided by you for us to process your data.
* For some of our services, (e.g. funding programmes), we are required to process your data in order for you to fulfill a legal contract with the Department of Children & Youth Affairs (the Data Controller).

1. **WHO WE SHARE YOUR DATA WITH:** We do not rent or sell your Personal Information to anyone. We may share your personal information with the third parties listed below:

* Department of Children & Youth Affairs (DCYA)
* Pobal PIP System & Pobal Compliance Officers
* An Garda Síochána
* Tusla Early Years Inspectorate
* Health & Safety Authority
* National Employment Rights Authority
* The Revenue Commissioners
* Tusla - Child and Family Agency

1. **HOW LONG WE KEEP YOUR PERSONAL DATA?** The duration for which we keep your data will depend on the purposes for which we processed the data, and will be articulated to you when you first provide data. We commit to only keep data for the period of time of which it is required to be kept by us.
2. **WHAT ARE YOUR RIGHTS:** You have the right to access, rectify, and in some cases, to delete your personal data.

There are some terms and definitions that we use throughout this policy. These are explained here:

**Personal Data** is **any information that can identify an individual person**. This includes a name, a postal address, email address, IP address, location data (for example, location data collected by a mobile phone), Personal Public Services Number (PPSN).

**Sensitive Personal Data** are ‘special categories of personal data’. It refers to data relating to: race, ethnicity, political, religious or philosophical beliefs, health, sexual activity or orientation, trade union membership, genetic or biometric data, criminal record.

**Data Processing** is any operation, or set of operations, on personal data, including:

* Obtaining, recording, or keeping data
* Organising or altering the data
* Retrieving, consulting or using the data
* Disclosing the data to a third party
* Erasing or destroying data

It applies to both automated processing of data and manual processing of data. It applies to both hard copy and electronic data. Simply storing data is considered ‘processing’.

**Data Controller** is the person/organisation who is responsible for keeping and using personal data. The data controller decides why and how data is processed.

**Data Processor** is the person/organisation who processes personal data but does not exercise responsibility or control over the personal data. A data processor processes personal data on behalf of a Data Controller.

**Data Subject** is the individual the personal data relates to. In an organisation, it includes both clients/customers and employees.

**ABOUT KERRY COUNTY CHILDCARE COMMITTEE**

Kerry County Childcare Committee CLG was formed in 2001 and is funded by the [Department of Children and Youth Affairs (DCYA)](http://www.dcya.gov.ie/viewdoc.asp?DocID=120)to improve the quality of childcare in Co. Kerry. Kerry County Childcare Committee is the first point of contact locally for service providers seeking approval for childcare places under childcare programmes administered by the Department of Children and Youth Affairs. In addition to supporting the administration of all Government funding programmes for childcare, we act as the local ‘one stop shop’ for early childhood services, childminders and parents looking for support with quality development, HR, governance, financial sustainability and continuing professional development.

**ABOUT THIS POLICY**

Kerry County Childcare Committee CLG is committed to protecting your privacy. In this Privacy Policy, you will find all Data Protection Acts 1998 and 2003 and other relevant statutory provisions, including the General Data Protection Regulation (GDPR) which came into effect on May 25th 2018.

All our data processing activity adheres to the following principles:

1. Obtain and process information fairly
2. Keep it only for one or more specified, explicit and lawful purposes
3. Use and disclose information only in ways compatible with these purposes
4. Keep it safe and secure
5. Keep it accurate, complete and up-to-date
6. Ensure it is adequate, relevant and not excessive
7. Retain for no longer than is necessary
8. Allow individual’s access to their personal data, on request

The key principles under GDPR are:

* Lawfulness, fairness and transparency
* Purpose limitation
* Data minimization
* Accuracy
* Storage limitation
* Integrity and confidentiality
* Accountability

Our Privacy Policy recognises that you have the following rights under data protection law, although your ability to exercise these rights may be subject to certain conditions:

* The right to receive a copy of and/or access the personal data that we hold about you, together with other information about our processing of that personal data;
* 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;
* The right, in certain circumstances, to request that we erase your personal data;
* The right, in certain circumstances, to request that we no longer process your personal data for particular purposes, or object to our use of your personal data or the way in which we process it;
* The right, in certain circumstances, to transfer your personal data to another organization;
* The right to object to automated decision making and/or profiling;
* The right to complain to the Data Protection Commission.

If you would like to exercise any of these rights, please contact the:

Manager at info@kerrycountychildcare.com or in writing to Kerry County Childcare Committee, Unit 5, DavCon Business Centre, Monavalley Business Park, Tralee, Co. Kerry.

If you make a request, it is our responsibility to respond within one month of their receipt. As prescribed by law, you will not be charged for any of the actions to fulfil your data protection rights.

**CONTROLLER/PROCESSOR**

Under the GDPR, Kerry County Childcare Committee acts as both a ‘controller’ and a ‘processor’ of Personal Data.

**EMPLOYEES**

Personal Data of employees of Kerry County Childcare Committee is dealt with in a separate internal Employee Privacy Notice.

**CHILDCARE PROVIDERS**

We process personal data of childcare services providers on behalf of Pobal and DYCA in order to deliver funding programmes and actions on behalf of DCYA & Pobal. Here is a link to Pobal Privacy Statement <https://www.pobal.ie/privacy-policy/> and here is a link to DYCA privacy statement <https://www.gov.ie/en/help/privacy-policy/>

**PRIVACY POLICIES OF OTHER WEBSITES**

Our website contains links to other websites. Our privacy policy applies only to our website, so you click on a link to another website you should read their privacy policy.

**CHANGES TO OUR PRIVACY STATEMENT**

We will make changes to this notice from time to time, particularly when there is a change to how we

use your information, when new programmes come on stream or when there are changes to our

technology.

You can always find an up-to-date version of this notice when you log onto our website. This notice was last updated in November 2019.

**CONTACT DETAILS**

If you have any questions about our privacy statement, please contact Kerry County Childcare Committee as follows:

|  |  |
| --- | --- |
| The Manager,  Kerry County Childcare Committee,  Unit 5 DavCon Business Centre,  Monavalley Business Park,  Tralee,  Co. Kerry | Telephone: 066 7181582  Email: info@kerrycountychildcare.com |

Should you wish to report a complaint/concern or if you feel that we have not addressed your concern in a satisfactory manner, you may contact the Office of the Data Protection Commission the contact details are:

**Telephone:** +353 57 8684800

**Lo Call Number:** 1890 252 868 4757

**Email:** info@dataprotection.ie

**Postal address:** Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28.

**WEBSITE**

|  |  |
| --- | --- |
| **Who is the Data Controller?** | **The Data Controller is:**  Kerry County Childcare Committee  Unit 5 DavCon Business Centre  Monavalley Business Park  Tralee  Co. Kerry  Tel: 066 7181582 Email: [info@kerrycountychildcare.com](mailto:info@kerrycountychildcare.com)  Further information can be found at <https://www.kerrycountychildcare.com/> |
| **What personal data do we collect?** | **Parents**: Name, email address, contact number |
| **What sensitive data do we collect?** | N/A |
| **What is our purpose for collecting and processing your personal data?** | We use the personal data you share with us so we can communicate with you and advertise information on behalf of the Department of Children and Youth Affairs and Pobal and other relevant agencies. |
| **What is the legal basis for collecting and processing your data?** | We collect and process your personal data based on your consent for us to do so. |
| **Do we use your data for direct marketing purposes?** | We only use your data for direct marketing purposes if you have provided consent (by email, text or in writing) to be included in any direct marketing correspondence we may have about our upcoming, workshops or events. |
| **Do we share your data with Third Parties?** | We may share your data with Third Parties if required to do so. |
| **How long do we keep your data?** | The information you provide us with will be stored by us for the duration of the time you engage with the service. |
| **What are our security arrangements for protecting your data?** | Your personal data is stored on a secure computer database which is accessed only by those authorised to do so for the purpose of monitoring and delivering the service. Internal servers and computers are fully protected by approved security software and a firewall. |
| **What are your data protection rights?** | Under the Irish Data Protection Acts and the EU General Data Protection Regulation (GDPR) 2018, you have right to request a copy of your personal information at any time, and to have inaccurate data rectified. You can do so by the contacting the Data Controller on:  The Manager  Kerry County Childcare Committee  Unit 5 DavCon Business Centre  Monavalley Business Park  Tralee, Co. Kerry  info@kerrycountychildcare.com  Under GDPR, the Data Controller will normally have 30 days to process your request. |

**SUPPLIERS**

|  |  |
| --- | --- |
| **Who is the Data Controller?** | The Data Controller is:  Kerry County Childcare Committee  Unit 5 DavCon Business Centre  Monavalley Business Park  Tralee  Co. Kerry  Tel: 066 7181582 Email: [info@kerrycountychildcare.com](mailto:info@kerrycountychildcare.com)  Further information can be found at <https://www.kerrycountychildcare.com/> |
| **What personal data do we collect?** | Company name, company address, company contact number, bank details & TCAN details. |
| **What sensitive data do we collect?** | N/A |
| **What is our purpose for collecting and processing your personal data?** | We use the personal data you share with us so we can contact you re payments to and from you, process payments to and from our business. |
| **What is the legal basis for collecting and processing your data?** | We collect and process your personal data based on your consent for us to do so. |
| **Do we use your data for direct marketing purposes?** | N/A |
| **Do we share your data with Third Parties?** | We do not share your data with Third Parties. |
| **How long do we keep your data?** | The information you provide us with will be stored by us as required for audit purposes. |
| **What are our security arrangements for protecting your data?** | Your personal data is stored on a secure computer database which is accessed only by those authorised to do so. Internal servers and computers are fully protected by approved security software and a firewall. Any data stored on hard copy is stored in locked filing cabinets in a locked office which are only accessed by those with authorisation to do so. |
| **What are your data protection rights?** | Under the Irish Data Protection Acts and the EU General Data Protection Regulation (GDPR) 2018, you have right to request a copy of your personal information at any time, and to have inaccurate data rectified. You can do so by the contacting the Data Controller on:  The Manager  Kerry County Childcare Committee  Unit 5 DavCon Business Centre  Monavalley Business Park  Tralee, Co. Kerry  info@kerrycountychildcare.com  Under GDPR, the Data Controller will normally have 30 days to process your request. |

**CHILDMINDERS**

|  |  |
| --- | --- |
| **Who is the Data Controller?** | **The Data Controller is:**  Kerry County Childcare Committee  Unit 5 DavCon Business Centre  Monavalley Business Park  Tralee  Co. Kerry  info@kerrycountychildcare.com  Further information can be found at <https://www.kerrycountychildcare.com/> |
| **What personal data do we collect?** | **Childminder:** Name, address, email address, telephone/mobile number  **Parent:** Name, email address |
| **What sensitive data do we collect?** | N/A |
| **What is our purpose for collecting and processing your personal data?** | Kerry County Childcare Committee runs a **Voluntary Notification scheme** for childminders who are exempt from the Childcare Regulations.  To make a Voluntary Notification, childminders are required to fill out a Voluntary Notification form and return it to the KCCC office.  Your service can be added to the public list. |
| **What is the legal basis for collecting and processing your data?** | We collect and process your personal data based on your consent for us to do so. When you submit a Voluntary Notification form to us you are informed about the data processing activities that are required. |
| **Do we use your data for direct marketing purposes?** | We only use your data for direct marketing purposes if you have provided consent (by email, text or in writing) to be included in any direct marketing correspondence we may have about our upcoming training, workshops or events. |
| **Do we share your data with Third Parties?** | We may share your data with Third Parties (parents) if you request us to do so. |
| **How long do we keep your data?** | The information you provide us with will be stored by us for the duration of the time you engage with the service and when you inform us to erase the data. |
| **What are our security arrangements for protecting your data?** | Your personal data is stored on a secure computer database which is accessed only by those authorised to do so for the purpose of monitoring and delivering the service. Internal servers and computers are fully protected by approved security software and a firewall. Any data stored on hard copy is stored in locked filing cabinets in a locked office which are only accessed by those with authorisation to do so. |
| **What are your data protection rights?** | Under the Irish Data Protection Acts and the EU General Data Protection Regulation (GDPR) 2018, you have right to request a copy of your personal information at any time, and to have inaccurate data rectified. You can do so by the contacting the Data Controller on:  The Manager  Kerry County Childcare Committee  Unit 5 DavCon Business Centre  Monavalley Business Park  Tralee, Co. Kerry  info@kerrycountychildcare.com  Under GDPR, the Data Controller will normally have 30 days to process your request. |