Laois County Childcare Committee

Data Protection Statement for Parent & Toddler Groups

Privacy Statement Laois County Childcare Committee (LCCC) respects your privacy and your rights to control your personal data. We will however need to collect some data from you, in order for your group to access the Parent & Toddler Grant.

Rationale for collecting your data LCCC will collect some personal data about you in order to deliver local programmes and actions on behalf of DCYA which is public funded. In this case it is for the delivery of small grants to Parent and Toddler Groups.

What data we need

- Name of contact person for the group
- Contact details- address, phone number, email address
- The groups income and expenditure for the previous year
- Copy of the groups insurance

Sharing & Disclosure LCCC strive to keep your personal data safe and only share it when necessary. We recognise that you have a right to know that the information you share with us is maintained confidentially. We only disclose your information as authorised in this Statement. We may share your personal information with the third parties listed below for programme compliance.

Who We May Share Your Personal Information With:

- Department of Children & Youth Affairs (DCYA)
- Pobal PIP System & Pobal Compliance Officers

Storage & Security Your personal data is stored and processed in LCCC offices located at 6 Lismard Court, Portlaoise. Your personal data will never be held off site. We use appropriate technical, organisational and administrative security measures to protect all personal data we hold in our records and do everything in our power to keep it secure.

Data retention Your data will be retained for seven years from the date the service agreement is signed. This period is determined by programme compliance.

Right of Access Individuals have the right to access their personal data and supplementary information.

Right to Rectification Please advise LCCC of any changes in your personal information, as soon as possible. Should you believe that any personal data we hold on you is incomplete or incorrect, you can request to see this information, and have it rectified.

Right to Erasure In certain circumstances, data subjects have the right to erasure of their data.

Right to complain In the event, that you wish to complain about how we have handled your personal data, please contact LCCC in writing at 6 Lismard, Court, Portlaoise. The Organisation will investigate your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact Irish Data Protection Authority and file a complaint with them.