

Privacy Policy

As a community-based service, the Ragoon Family Centre is committed to upholding your privacy through the design of our policies and the principle of privacy by default.

Families

During your time with the Ragoon Family Centre, our service will securely maintain your files until the end of each school term, for verification purposes during compliance visits and statutory requirements only. The Ragoon Family Centre fully respects your privacy and does not share your information without your consent.

Recruitment Candidates	<p><i>The data we collect from candidates is only for the purposes of:</i></p> <ul style="list-style-type: none">○ Identifying and evaluate candidates for the role they have applied for.○ Contacting third parties for references, related to their previous experience.
Staff Personnel data	<p><i>While working in the Ragoon Family Centre we will only ask to obtain your data for verification and operational purposes:</i></p> <ul style="list-style-type: none">○ Staff contract, Garda Vetting and verification purposes for compliance visits and statutory requirements only.○ During which time, your data is securely and confidentially maintained, via hard copy format and electronic record.

❖ ***Please note:*** *The Ragoon Family Centre fully respects your right to be forgotten, and have your personal data deleted from our files. Simply inform our data protection team and complete the data removal request form.*

❖ ***If we do not receive a request your Families and Staff data will be securely maintained on file. Recruitment candidate's applicant's data will also be securely maintained for a period of 18 months or after the post has been filled.***

Thank you for your cooperation.

Ger Wilson Ragoon Family Centre Data Protection Officer

Sylvia O'Connor Ragoon Family Centre Data Protection Processor

RE: Personal data Article 17 GDPR

Request for Data removal

(The Right to be forgotten)

Date of application _____

Rahoon Family Centre 091528362
Data Protection Officer Ger Wilson
Data Protection Processor Sylvia O'Connor

I am hereby requesting immediate **erase or rectify** personal data concerning me.

- i. Please erase all personal data concerning me as defined by the GDPR.
- ii. Please delete the following personal data concerning me removed from your database:
 - o Personal data, concerning me, including my date of birth/PPS/Medical Card details, employment history and or personal references.
 - o My consent to display/publish photographs/media images and videos.
 - o Records of my interactions with the Rahoon Family Centre that are not guided by your policy to retain data underpinned by the Child Care Act 1991 (Early Years Services) Regulations 2016 and informed by the Workplace Relations Commission, Data Protection Act and Revenue.
 - o Other Please Specify _____

You must confirm the erasure to me without undue delay and in any event within one month of receipt of the request.

Yours sincerely,

Service User	
Rahoon Family Centre Staff	
Student Volunteer / Intern	
Recruitment Applicant	