



# Data Protection Privacy Statement

# Introduction

- ⌘ This Privacy Statement relates to Candle Community Trust privacy practices and policies for our services. It sets out what Personal Data we collect and process about you in connection with the services and functions of Candle Community Trust.
- ⌘ Data protection provides rights to individuals with regard to the use of their Personal Data by organisations, including Candle Community Trust. Irish and EU laws on data protection govern all activities we engage in with regard to our collection, storage, handling, disclosure and other uses of Personal Data.
- ⌘ This Privacy Statement is supported by the Data Protection Privacy Policies held in Candle Community Trust.

# What information do we collect?

{ Candle Community Trust only store and process an individuals data (both personal & sensitive) in its function as a registered company with charitable status, an employer, a training centre, a youth service and in its continual provision of quality educational, developmental and therapeutic services to young people and families.

## Types of data in relation to young people and families stored and processed include:

Personal		Sensitive	
Name	Address	Health & Well Being	
Date of Birth & Telephone No.	Educational Accreditation & Coursework	Probation Referrals	Audio Recording
Requirements for Registration & Placement	Youth Group Participation Record	CCTV Recording	Photograph/ Video

## Types of data in relation to staff, volunteers & student placements stored and processed include:

Personal		Sensitive	
Name	Address	Disciplinary/ Grievance	CCTV Recording
Date of Birth	Contract of Employment	Garda Vetting Reports	Audio Recording
PPS No.	Performance Appraisals		Photograph / Video
Resumes	Medical Cert/Opinion		

# Who do we share your data with?

- ⌘ We only share your data with the relevant Candle staff that are involved in your placement.
- ⌘ We may also share it with external funding agencies (Probation Services, CDETB and CDYSB & Tusla) as required by funding agreements.
- ⌘ We may also share your data with other relevant agencies to maximize the level of support for your personal and social development and well-being.
- ⌘ Candle Community Trust will only share personal data with third parties where this is required for legitimate service provision purposes, legal and regulatory purposes and for compliance purposes.

# How we secure your data

- ⌘ Candle takes its security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness, and these measures are reviewed regularly.
- ⌘ In addition, strict internal procedures and controls have been put in place to ensure that the storing of data is managed in professional and secure manner.
- ⌘ Appropriate filing procedures (both paper and electronic) are in place and are systematically reviewed.

# How long do we keep and then dispose of your data?

- ⌘ We will only retain your Personal Data for as long as necessary to fulfil the purposes we collected it for and for up to seven (7) years afterwards or otherwise permitted by applicable laws. We may also retain your information during the period of time needed to complete our legitimate business operations, including for the purposes of satisfying any legal, accounting, or reporting requirements.
- ⌘ To determine the appropriate retention period for Personal Data, we consider the amount, nature, and sensitivity of the Personal Data, the potential risk of harm from unauthorised use or disclosure of your Personal Data, the purposes for which we process your Personal Data and whether we can achieve those purposes through other means, and the applicable legal requirements.



# Consent

- As a result of a change in European law, we now need your consent to hold and process your information.
- Upon commencing with any of our services you will be requested to give your consent by signing a Data Protection Consent Form.
- You can withdraw or change your consent at any time by contacting the Director of Candle Community Trust on 01 – 626 9111.

# Contact

- ⌘ Questions, comments and requests regarding this privacy statement should be addressed to the Director of Candle Community Trust on 01-626 9111, as well as requests to gain access to our privacy policies.
- ⌘ The Data Protection Commission website offers an explanation of the data protection rights and responsibilities under the Data Protection Acts:  
[www.dataprotection.ie](http://www.dataprotection.ie)