



GAISCE - THE PRESIDENT'S AWARD

Data Protection Policy

1 Table of Contents

1	DOCUMENT CONTROL - AMENDMENTS & SIGN OFF	3
2	POLICY STATEMENT.....	4
3	SCOPE OF POLICY	4
4	DEFINITION OF DATA PROTECTION TERMS	4
5	DATA PROTECTION PRINCIPLES	5
5.1	OBTAINED & PROCESSED FAIRLY	5
5.2	PURPOSES	7
5.3	COMPATIBLE WITH PURPOSE	7
5.4	KEPT SAFE AND SECURE	7
5.5	ACCURATE AND UPDATED DATA.....	8
5.6	TIMELY PROCESSING	8
5.7	DATA SUBJECT RIGHTS.....	8
5.8	DEALING WITH ACCESS REQUESTS	8
6	PROVIDING INFORMATION OVER THE TELEPHONE	9
7	REVIEW OF POLICY	9

2 Document Control - Amendments & Sign Off

Employee Handbook Statement Amendments.			
Number	Amendment	Inserted By	Date
Draft	Initial Draft Prepared	Margaret Murtagh	Jan 2014
1.0	Following review and updates	Anna Coyle	27th May 2014

Name (Block Capitals)	Signature	Date
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3 Policy Statement

1. Everyone has rights with regard to how their personal information is handled. During the course of the activities of Gaisce . The President's Award - the organisation may collect, store and process personal information about Council Members, Staff, Operating Bodies, PALs, Participants, suppliers and service providers. Gaisce . The President's Award recognises the need to treat this data in an appropriate and lawful manner. Gaisce . The President's Award is committed to complying with its obligations in this regard in respect of all personal data it handles.
2. This policy applies for Council Members, Staff of Gaisce . The President's Award, PALs, Volunteers, Participants, and any other person engaged on activities related to Gaisce . The President's Award.
3. The types of information that Gaisce . The President's Award may be required to handle include details of current, past and prospective Council Members, Staff, Operating Bodies, PALs, Participants, suppliers and service providers and others that Gaisce . The President's Award communicates with. The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Acts 1988-2003 (the Acts) and other regulations. The Acts impose restrictions on how Gaisce - The President's Award may collect and process that data.
4. This policy does not form part of any employee's contract of employment and it may be amended at any time. Any breach of this policy will be taken seriously and may result in disciplinary action up to and including dismissal.

4 Scope of Policy

1. This policy sets out Gaisce . The President's Award's rules on data protection and the legal conditions that must be satisfied in relation to the collecting, obtaining, handling, processing, storage, transportation and destruction of personal and sensitive information.
2. If it is considered, that the policy has not been followed in respect of personal data collected, this should be brought to the attention of the Data Protection Officer (Office Manager or CEO)

5 Definition of Data Protection Terms

1. Data is information which is stored electronically, on a computer, or in certain paper-based filing systems. This would include IT systems and CCTV systems.
2. Data subjects for the purpose of this policy include all living individuals about whom Gaisce . The President's Award holds personal data.
3. Personal data means data relating to a living individual who can be identified from that data (or from that data and other information that is in, or is likely to come into, the possession of the data controller). Personal data can be factual (such as a name, address or date of birth) or it can be an opinion (such as a performance appraisal).

4. Data controllers are the individual or organisations who control and are responsible for the keeping and use of data.
5. Data users include employees whose work involves using personal data. Data users have a duty to protect the information they handle by following Gaisce - The President's Award's data protection and security policies at all times.
6. Processing means performing any operation or set of operations on data, including:
 - obtaining, recording or keeping data,
 - collecting, organising, storing, altering or adapting the data,
 - retrieving, consulting or using the data,
 - disclosing the information or data by transmitting, disseminating or otherwise making it available,
 - aligning, combining, blocking, erasing or destroying the data.
7. Sensitive personal data includes information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, criminal convictions or the alleged commission of an offence. Sensitive personal data can only be processed under strict conditions, and will usually require the express consent of the person concerned.

6 Data Protection Principles

1. Anyone processing personal data must comply with the eight enforceable principles of good practice. These provide that personal data must be:
 1. Obtained and processed fairly.
 2. Kept only for one or more specified, explicit and lawful purposes.
 3. Used and disclosed only in ways compatible with these purposes.
 4. Kept safe and secure.
 5. Kept accurate complete and up to date.
 6. Adequate, relevant and not excessive.
 7. Retained for no longer than is necessary for the purpose or purposes for which it was collected.
 8. Provided to data subjects on request.

6.1 Obtained & Processed Fairly

The Acts are intended not to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the data subject. The data subject must be told who the data controller is (in this case it is Gaisce - The President's Award), the purpose for which the data is to be processed by Gaisce - The President's Award, and the identities of anyone to whom the data may be disclosed or transferred.

For personal data to be processed lawfully, certain conditions have to be met. These may include, among other things, requirements that the data subject has consented to the processing, or that the processing is necessary for the legitimate interest of the data controller or the party to whom the data is disclosed. When sensitive personal data is being processed, more than one

condition must be met. In most cases the data subject's explicit consent to the processing of such data will be required.

6.2 Purposes

Personal data may only be processed for the specific purposes notified to the data subject when the data was first collected or for any other purposes specifically permitted by the Acts. This means that personal data must not be collected for one purpose and then used for another. If it becomes necessary to change the purpose for which the data is processed, the data subject must be informed of the new purpose before any processing occurs. Any employee personal data collected by Gaisce - The President's Award is used for ordinary Human Resources purposes. Where there is a need to collect employee data for another purpose, Gaisce - The President's Award will notify the employee of this and where it is appropriate will get employee consent to such processing.

6.3 Compatible with Purpose

Personal data should only be collected to the extent that it is required for the specific purpose notified to the data subject. Any data which is not necessary for that purpose should not be collected in the first place.

6.4 Kept Safe and Secure

Gaisce - The President's Award and its employees must ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

The Acts require Gaisce - The President's Award to put in place procedures and technologies to maintain the security of all personal data. Personal data may only be transferred to a third-party data processor if the third party has agreed to comply with those procedures and policies or has adequate security measures in place.

The following is maintained to ensure

- a) Confidentiality - that only people who are authorised to use the data can access it. Gaisce - The President's Award will ensure that only authorised persons have access to an employee's personnel file and any other personal or sensitive data held by Gaisce - The President's Award. Employees are required to maintain the confidentiality of any data to which they have access.
- b) Integrity - that the personal data is accurate and suitable for the purpose for which it is processed.
- c) Availability - that authorised users should be able to access the data if they need it for authorised purposes.

Security procedures include:

- a) Secure lockable desks and cupboards - Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.) A clean desk approach is encouraged.

- b) Methods of disposal - Paper documents should be shredded. Floppy disks, USBs and CD-ROMs should be physically destroyed when they are no longer required.
- c) Equipment - Data users should ensure that individual monitors . including laptops and iphones do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

6.5 Accurate and Updated Data

Personal data must be accurate and kept up to date. Information which is incorrect or misleading is not accurate and steps should be taken to check the accuracy of any personal data at the point of collection and at regular intervals afterwards. Inaccurate or out-of-date data should be destroyed. Employees should ensure that they notify their manager/Human Resources of any relevant changes to their personal information so that it can be updated and maintained accurately. Examples of relevant changes to data would include a change of address.

6.6 Timely Processing

Personal data should not be kept longer than is necessary for the purpose. For guidance in relation to particular data retention employees should contact their manager. Gaisce - The President's Award has various legal obligations to keep certain employee data for a specified period of time. In addition, Gaisce - The President's Award may need to retain personnel data for a period of time in order to protect its legitimate interests.

6.7 Data Subject Rights

Data must be processed in line with data subjects' rights. Data subjects have a right to:

- (a) Request access to any data held about them by a data controller.
- (b) Prevent the processing of their data for direct-marketing purposes.
- (c) Ask to have inaccurate data amended.
- (d) Prevent processing that is likely to cause damage or distress to themselves or anyone else.

6.8 Dealing with Access Requests

A formal request from a data subject for information that Gaisce - The President's Award holds about them must be made in writing. A fee is payable by the data subject for provision of this information. Any employee who receives a written request in respect of data held by the Company should forward it to their manager immediately.

Data subjects should be provided their data in accordance with any such request within 40 days of receiving the request.

7 Providing Information over the Telephone

Particular care should be applied when dealing with telephone enquiries requiring any personal information held by Gaisce - The President's Award . The following should be borne in mind:

- a) Check the identity of the caller to ensure sure that information is only given to a person who is entitled to that information.
- b) Suggest that the caller put their request in writing if the employee is not sure about the identity of the caller and in circumstances where the identity of the caller cannot be verified.
- c) Refer the request to their manager for assistance in difficult situations. No employee should feel forced into disclosing personal information.

8 Review of Policy

Gaisce - The President's Award will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives on at least an annual basis and more frequently if required taking into account changes in the law and organisational or security changes.

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