



## **Data Protection Policy**

At Cottage Autism Network Ltd. privacy and data protection rights are very important to us.

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format. The Data Protection Acts 1988 and 2003 (the “Data Protection Acts”) lay down strict rules about the way in which personal data and sensitive personal data are collected, accessed, used and disclosed. The Data Protection Acts also permit individuals to access their personal data on request, and confer on individuals the right to have their personal data amended if found to be incorrect. This policy applies to both the written word in paper format, electronic format, photographs, video or digital images.

This document outlines Cottage Autism Network Ltd. (CAN)’s policy which helps ensure that we comply with the Data Protection Acts.

Inquiries about this Data Protection Policy should be made to: Cottage Autism Network Ltd. c/o TAG Centre, Taghmon, Wexford.

### **Data Protection Policy**

#### *Purpose of this policy*

This policy is a statement of Cottage Autism Network Ltd.’s commitment to protect the rights and privacy of individuals in accordance with the Data Protection Acts.

#### Collecting information.

We collect and use information to provide the following services:

- To undertake advertising and marketing of our events and activities, direct marketing and public relation exercises.
- To provide a full range of database management activities, including recording membership, donors, volunteers and data profiling.
- To perform accounting and other record-keeping functions.

- To provide administration services
- Use of name and address data for identity verification.

### **Data Protection Principles**

We shall perform our responsibilities under the Data Protection Acts in accordance with the following eight Data Protection principles:

- Obtain and process information fairly

We shall obtain and process personal data fairly and in accordance with statutory and other legal obligations.

- Keep it only for one or more specified, explicit and lawful purposes

We shall keep personal data for purposes that are specific, lawful and clearly stated. Personal data will only be processed in a manner compatible with these purposes.

We shall use and disclose personal data only in circumstances that are necessary for the purposes for which we collected the data.

- Keep it safe and secure

We shall take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of personal data and against its accidental loss or destruction.

- Keep it accurate, complete and up to date

We adopt procedures that ensure high levels of data accuracy, completeness and that data is up-to-date.

- Ensure it is adequate, relevant and not excessive

We shall only hold personal data to the extent that it is adequate, relevant and not excessive.

- Retain for no longer than is necessary

We have a retention policy for personal data.

- Give a copy of his/ her personal data to that individual, on request

We adopt procedures to ensure that data subjects can exercise their rights under the Data Protection legislation to access their data. This is detailed in our Data Access Procedure below.

## **Responsibility**

Overall responsibility for ensuring compliance with Data Protection Acts rests with Cottage Autism Network Ltd. The Data Protection Co-Ordinator co-ordinates the provision of support, assistance, advice, and training within Cottage Autism Network Ltd. to ensure that the company is in a position to comply with the legislation.

## **Data Access Request Procedure**

Cottage Autism Network Ltd. is firmly committed to ensuring personal privacy and compliance with the Data Protection Acts, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

Individuals may make a request from Cottage Autism Network as follows:

Right to establish existence of personal data (section 3 Data Protection Acts).

Under section 3 of the Data Protection Acts an individual may write to us asking whether we keep any personal data on him or her. Where we hold such personal data on you, we shall respond within 21 days of receipt of the request, giving you a description of the data we hold on you and the purposes for which it is kept.

You do not have to pay a fee for making a request of this type under section 3 of the Data Protection Acts. Please make your request in writing to us at: Cottage Autism Network, Data Protection Coordinator, TAG Centre, Taghmon, Co. Wexford, stating that you are making your request under section 3 of the Data Protection Acts. Please note that before we respond to your request we may require that you provide us with satisfactory evidence of your identity and address.

We do not accept section 3 requests via telephone, email or text message.

## **Making an Access Request** (section 4 of the Data Protection Acts).

Under section 4 of the Data Protection Acts, you may receive a copy of your personal data held by Cottage Autism Network, Data Protection Coordinator, Data Protection Coordinator, TAG Centre, Taghmon, Co. Wexford.

In order to respond to your section 4 request we ask you to:

Download the Access Request Form.

Please complete, sign and date the form and be specific as possible about the information you wish to access.

Attach a photocopy of your proof of identity and address to the Access Request Form.

Post the Access Request Form to: Cottage Autism Network, Data Protection Co-Ordinator  
Data Protection Coordinator, TAG Centre, Taghmon,, , Co. Wexford

If you cannot download the Access Request Form from the internet please write to us requesting a form from: Cottage Autism Network, Data Protection Co-Ordinator, Data Protection Coordinator, TAG Centre, Taghmon, Co. Wexford and we shall send you a copy by return post.

Use of the Access Request Form is not mandatory. Completing the Access Request Form should enable us to process your section 4 request more efficiently. However, please note that we may not provide you with the data requested if you do not meet the requirements at points 3)-5) above.

Please note that we reserve the right not to process and release data requested where you have not complied with the requirements of section 4 of the Data Protection Acts including where:

Your request is not made in writing. We do not accept access requests via telephone, email or text message.

#### **Responding to your Access Request under section 4**

Once we have received your fully completed Access Request Form, your proof of identity and address, we shall respond to you within the statutory period of forty (40) days.

If you are not satisfied with the outcome of your access request you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

#### **Responsibility**

Overall responsibility for ensuring compliance with the requests made under the Data Protection Acts rests with Cottage Autism Network. However, our responsibility varies depending upon whether we are acting as either a Data Controller or a Data Processor.

All volunteers and contractors of Cottage Autism Network, who separately collect, control or process the content and use of personal data are individually responsible for compliance with the Data Protection Acts. The Data Protection Co-Ordinator is Cottage Autism Network's Data Protection Officer, and coordinates the provision of support, assistance, advice, and training throughout the company to ensure we are in a position to comply with the legislation.

### **Review**

This Data Protection Policy will be reviewed regularly in light of any legislative or other relevant developments.

# Access Request Form

Request for a copy of Personal Data

Under the Data Protection Act 1988 and Data Protection (Amendment) Act 2003

## Section A - please complete this section

**Full Name**.....

**Postal address**

.....  
.....  
.....  
.....

**Telephone/e-mail\***

.....(include area code)

\* we may need to contact you to discuss your Access Request

## Section B - please complete this section

I, .....[insert name] wish to have access to data that I believe CAN retains on me as outlined below (please include the name of service(s) and any account / reference number relevant to your access request)

.....  
.....  
.....  
.....  
.....  
.....  
.....

.....  
Signed.....Date.....

Checklist: Have you:	Yes	No
completed the Access Request Form in full?	<input type="checkbox"/>	<input type="checkbox"/>
1) attached a photocopy of proof of your identity and address?	<input type="checkbox"/>	<input type="checkbox"/>
2) signed and dated the Access Request Form?	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked **No** to any question above we regret we cannot process your request.

Please return this form to: **Data Protection Co-Ordinator, Cottage Autism Network, c/o Data Protection Coordinator, TAG Centre, Taghmon, Co. Wexford**

Note: we require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately

**Office Use only:**

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