

GDPR is the General Data Protection Regulation and came into effect from 25 May 2018. It sets out a series of EU laws concerning how data is processed and used. The objective of the regulation is to strengthen and standardise data protection laws for all EU citizens. These regulations apply to any organisation that controls and/or processes data on behalf of an individual or group of individuals. Those responsible for adhering to these regulations include employees of the organisation, including contractors, consultants, agents and third parties who have access to data either directly or indirectly.

In the context of GDPR, we have updated our Data Protection Policy and Procedures and in this notice, we explain how we collect personal information about you, how we use it and how you can interact with us about it. We try to keep this notice as simple as possible but if you are unfamiliar with our terms, or want more detail on any of the information here, please feel free to contact us 046-9280790.

### **Who We Are**

When we talk about “Meath Partnership”, or “us” or “we” in this notice, we are talking about Meath Community Rural and Social Development Partnership CLG. We are a Local Development Company established in 2006 to deliver a range of national and EU-funded development programmes across County Meath. We are a registered charity (Charity Reg. No. 20064235) and a not-for-profit Company Limited by Guarantee (CRO Reg. No. 422444).

### **Data Protection Responsibility**

The CEO of Meath Partnership is responsible for the management of our GDPR and Data Protection Policy and implementation procedures and, as such, oversees how we collect, use, share and protect your information to ensure your rights are fulfilled. You can contact the CEO by writing to him at Data Protection, Meath Partnership, Units J & K, Kells Business Park, Cavan Road, Kells, Co. Meath.

### **How we Collect Information about You**

We collect personal information from you, for example, when you engage with one of our services; make an application to the LEADER Programme or look for training, technical assistance or general information and advice. When you contact us for a service, support programme or training course, and during the time you use these services or programmes, we ask you to complete a registration or application form to allow us to assess your eligibility and suitability for the service and also to assist us in tailoring the service to best suit your needs.

### **How we keep your Information Safe**

We protect your information with security measures under the laws that apply. We keep our computers, files and buildings secure. When you contact us to ask about your information, we may ask you to identify yourself. This is to help protect your information.

### **How long we keep your information**

To meet our legal and regulatory obligations, we hold your information while you are a customer and for a period of time after that. The majority of funding programmes that Meath Partnership operate, require us to retain your data for a period of seven (7) years post-programme closure for auditing purposes. We do not hold information for longer than necessary.

### **Meeting our Legal and Regulatory Obligations**

To use your information lawfully, we rely on one or more of the following legal bases:

- Performance of a Contract
- Legal Obligation
- Our Legitimate Interests; and
- Your Consent

To meet our regulatory and legal obligations, we collect some of your personal information, verify it, keep it up to date through regular checks, and delete it once we no longer have to keep it. We may also gather information about you from third parties to help us meet our obligations.

### **Consent**

Sometimes we need your consent to use your personal information. With direct marketing for example, we need your consent to make you aware of services which may be of interest to you. We may do this by phone, post, email, or through other digital media. You can decide how much direct marketing you want to accept when you enquire or register for a service or support programme.

When we use sensitive personal information about you, such as ethnicity, we ask for your consent. Before you give your consent, we tell you what information we collect and what we use it for. You can remove your consent at any time by contacting us.

### **How we use your Information**

We use information about you to:

- Provide relevant services and supports
- Identify ways we can improve our services and supports
- Meet our legal and regulatory obligations; and
- Recommend how our services and supports might be suitable for you

We do not share your personal information with third parties without your knowledge. In some instances, we may have to share information with third parties to meet applicable laws, regulation or lawful request. We expect these third parties to have the same levels of information protection that we have. We never share your personal information with third parties for commercial or monetary reasons.

### Your Personal Information Rights

You have the following rights under GDPR in relation to your personal data and you will be facilitated by Meath Partnership to exercise these rights at all times:

1. The right to be informed about how your personal information is being used;
2. The right to access the personal information we hold about you;
3. The right to opt-out of receiving direct marketing messages;
4. The right to request the correction of inaccurate personal information we hold about you;
5. The right to request the blocking or deletion of your personal information in some circumstances and;
6. The right to request that we port elements of your data either to you or another service provider.

To exercise any of the above rights, or if you have any questions relating to your rights; please contact us by email on [info@meathpartnership.ie](mailto:info@meathpartnership.ie) or telephone us on 046-9280790.

### Making a complaint

If you have a complaint about the use of your personal information, please contact the CEO, giving them the opportunity to put things right as quickly as possible. If you wish to make a complaint you may do so in person, by telephone, in writing and by email. Please be assured that all complaints received will be fully investigated. We ask that you supply as much information as possible to help our staff resolve your complaint quickly. You can also contact the Data Protection Commission in Ireland at [info@dataprotection.ie](mailto:info@dataprotection.ie).

Please refer to our Complaints Policy for further information on how complaints are handled in Meath Partnership.

### Updates to this Notice

We will make changes to this notice from time to time, particularly when we change how we use your information, and change our technology and services. You can always find an up-to-date version of this notice on our website at <https://meathpartnership.ie/en/about-us/policies/>

You will also find a copy on display at our Head Office at Units J & K, Kells Business Park, Cavan Road, Kells, Co. Meath.