



Áiseanna Tacaíochta (ÁT) Data Protection Notice

We respect your trust in us to use, store and share your information. 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 are committed to strict adherence to General Data Protection Regulations (GDPR) which becomes fully effective on **25 May 2018**.

1. Who we are:

Áiseanna Tacaíochta (ÁT) is the first and main organisation to facilitate Direct Payments to people with disabilities in Ireland. We represent a diverse group of people with different disabilities and different experiences, united by a common desire to direct our own lives.

Our model of Direct Payments redefines the lived experience of disability for our members – who we call Leaders – and represents the next step forward for the disability movement in Ireland. Together with our supporters, people with disabilities and wider communities, we are breaking the historical culture of dependency on service providers, and driving a shift towards a personalised and empowering model of support that gives power back to the person.

We are a non-profit organisation, operating as a Company Limited by Guarantee and granted with charitable tax exemption.

2. What We Do:

We facilitate Direct Payments to people with disabilities, and provide leadership and support to empower people with disabilities to be as independent as they can be, so that they hold charge over their own lives, just like everybody else. A Direct Payment is a cash payment made directly; from HSE via ÁT; to an eligible person with a disability to enable them to purchase their care or support needs.



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We work in two ways: firstly, we act as intermediary between our members – who we call Leaders – and the Health Service Executive (HSE) and, secondly, we support people to support themselves.

If you wish to contact us on any issue regarding your data protection, the following are the contact options.

Post: Áiseanna Tacaíochta, Chase House, City Junction Business Park, Northern Cross, Malahide Road, Dublin 17 D17 AK63

Phone: GDPR Representative at 01 525 0707

Email: info@theatnetwork.com

This Data Protection Notice sets out how ÁT collect, transfer, process, use and disclose your data and sets out our security practices. We respect your privacy and are committed to protecting your personal information.

3. What we collect:

We collect personally identifiable information (PII) that you provide to us, which is information that identifies you as an individual. This PII may include your name, address, private and corporate email address, phone number, financial information, photo ID, PPS No., employee's staff references, curriculum vitae and other information as may be required for the purposes of your relationship with ÁT.

4. How we use your Personal Information and the Legal basis for doing so:

Any personal data you provide will be used for the purpose for which you supply it and will be treated with the highest standards of security and confidentiality, strictly in accordance with General Data Protection Regulations. Áiseanna Tacaíochta (ÁT) collects and uses your personal information (PI) to deliver Áiseanna Tacaíochta's (ÁT) services and support to you. By providing your PI, and where you have agreed to receiving communications from us, we may use the information:

- To consider your application for membership of Áiseanna Tacaíochta (ÁT)
- To support your employment with ÁT
- To notify you of any new opportunities or services
- To respond to your requests

Áiseanna Tacaíochta Company Limited by Guarantee
Ground Floor, Chase House, City Junction Business Park, Northern Cross, Malahide Road, Dublin 17, D17 AK63.
Tel. 01 525 0707 / email: info@theatnetwork.com / website: www.theatnetwork.com
Charity Registration Number CHY 19324 (Ireland) | Company Registration Number 489250 |
Directors: Dr. Kevin Mc Coy (Chairperson), Mairide Wood, Ann Kennelly, Owen Collumb, Brian Duncan,
Peter Moore and Dr. Mary Keogh. Company Secretary: Emma Caparangca



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- To improve our level of service
- To seek your views on our services
- To share your information with third parties where this is required to support our service to you or is required by law (all third party providers will be required to confirm their compliance with GDPR)

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

- performance of a contract;
- legal obligation;
- protecting the vital interests of you or others;
- public interest;
- 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 receive information about you from third parties to help us meet our obligations. If you do not provide the information we need, or help us keep it up to date, we may not be able to provide you with our products and services.

5. Retention Period

Your personal information will be retained by ÁT for as long as it is required for AT to discharge our obligations during the period of our agreement with you and for a reasonable period thereafter, subject to any request from you to remove or delete your data, having regard for any and all relevant legislation in force at that time. We do not hold it for longer than necessary.

6. Your Rights

Each individual has the right to withdraw their consent and have their personal information erased at any time.

- Right of access – you have the right to request a copy of the information that we hold about you in accordance with Section 86 of the Data Protection Act 2018;



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- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete in accordance with Section 87 and Section 89 of the Data Protection Act 2018;
- Right to erasure – in certain circumstances, you can ask for the data we hold about you to be erased from our records in accordance with Section 87 and Section 89 of the Data Protection Act 2018;
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing in accordance with Section 87 and Section 89 of the Data Protection Act 2018
- Right of portability – subject to certain restrictions, you have the right to have the data we hold about you transferred to another organisation where we hold it in electronic form. This right of data portability applies to: (i) personal data that we process automatically (i.e. without any human intervention); (ii) personal data provided by you; and (iii) personal data that we process based on your consent or in order to fulfil a contract.
- Right to object – you have the right to object to certain types of processing such as direct marketing.

All of the above requests can be directed to the Áiseanna Tacaíochta (ÁT) contact points listed in this Statement. They will be forwarded on should there be a third party involved in the processing of your personal data.

7. Complaints

In the event that you wish to make a complaint about how your personal data is being processed by us or how your complaint has been handled, you have the right to lodge a complaint with ÁT at the contact points listed in this Statement or directly with the supervisory authority:

Data Protection Commissioner: Office of the Data Protection Commissioner. Canal House, Station Road, Portarlington, Co. Laois, R32 AP23, Ireland. Phone +353 (0761) 104 800 | LoCall 1890 25 22 31 | Fax +353 57 868 4757 | email info@dataprotection.ie

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8. Website usage information

We also automatically collect information about your computer browser type and operating system, websites you visited before and after visiting our websites, standard server log information, Internet Protocol (IP) addresses. We aggregate this information to understand how our visitors use our website and mobile applications so that we can improve them and the services we offer. These analytics do not typically identify individual users. This information includes:

- the total number of visits to our website.
- the number of visitors to each page of our website.
- the domain names of our visitors' internet service providers.

9. How we protect your Personal Data (PII)

Áiseanna Tacaíochta (ÁT) will take appropriate legal, organisational, and technical measures to protect your personal information. When Áiseanna Tacaíochta (ÁT) uses a third-party service provider, that provider will be carefully selected and will be contractually required to use appropriate measures to protect the confidentiality and security of personal information. We use a variety of security technologies and procedures to help protect your PI from unauthorised access, use or disclosure. Unfortunately, the transmission of information via the Internet or a mobile phone network connection is not completely secure. Although we will do our best to protect your PI, we cannot guarantee the security of the PI you transmit to our website. Any transmission is at your own risk. While we cannot guarantee that loss, misuse or alteration to data will not occur during transmission, once we have received your information, we will employ appropriate technical security measures to protect your data.

Áiseanna Tacaíochta (ÁT) takes its obligations very seriously and adopts the strongest line in relation to the misuse of personal information by any of its staff. Any breach of trust regarding the confidentiality of information is treated as serious misconduct under the Disciplinary Code and can lead to sanctions up to and including dismissal.



10. Sharing Personal Data (PII) with third parties

To provide you with an efficient service, your information may be shared with third parties by Áiseanna Tacaíochta (ÁT). We may also disclose your information to contracted companies who act as “data processors” on our behalf. Our data processors include external consultants, professional advisers such as lawyers, software and technical support providers, IT consultants, insurers and payroll processors. We only share information with third parties who help us in the delivery of our services to you. These third parties may not use that information for any purpose other than assisting us in providing these services. Any contact information that you provide through our system will not be sold/ rented/leased to any third party for selling or marketing to you. We will only provide third party companies with the personal information they need to deliver the appropriate service.

We require all companies providing such support services to meet the same standards of data protection as our own. They are prohibited from using the information for their own purposes. We do not allow service providers to use your PI for their own activities.

11. Information from outside sources

We may also collect legally obtained information from third parties to add to our existing user databases, for example, references. Such Information will only be collected and used by us to fulfil our services to our staff and Leaders.

12. Cookies

Our websites may use technology called “cookies.” A cookie is a small text file that is placed on your hard disk by a server. Cookies allow our website to respond to you as an individual. The website can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies or receive a warning before a cookie is stored if you prefer. Please refer to your Internet browser’s



instructions or help screen to learn more about these functions and to specify your cookie preferences.

If you choose to decline cookies, you may not be able to fully experience the interactive features of our website.

Links to other websites

Our website may from time to time provide links to or embed third party websites. This Privacy Statement does not apply to those websites. If you choose to enter such a linked site, you agree that we are not responsible for the availability of such websites and do not review or endorse and shall not be liable, directly or indirectly, for:

- how these websites treat your PII
- the content of such websites
- the use that others make of these websites.

Please ensure you check the legal and privacy statements posted on each website or mobile application you access before entering any PII.

13. Changes

We may occasionally update this Data Protection Notice. If the changes we make are material, we also may post a notice regarding the changes on our website. We encourage you to periodically review this notice to stay informed about how we are helping to protect the PII we collect.

14. Important information regarding cookies

Áiseanna Tacaíochta (ÁT) uses cookies to enhance your browsing experience and to create a secure and effective website for our customers. By using this site you agree that we may store and access cookies on your devices, unless you have disabled your cookies.

Effective 25 May 2018