

To: Individuals who are supported by the Services of the Brothers of Charity Services Ireland



How does change in Data Protection affect you?

Data Protection means that your personal information is stored properly



On 25th May 2018 a new EU rule came into effect called the General Data Protection Regulation or GDPR

This is an update to the existing data protection law



It makes all Organisations including the Brothers of Charity Services Ireland more accountable for what they do with your information.

It gives you more control over what they do with your information.



The Brothers of Charity Services Ireland must collect and keep personal information about you to help us provide you with a good service. To know who to contact in an emergency.



This information includes:

- Name
- Gender
- Date of birth



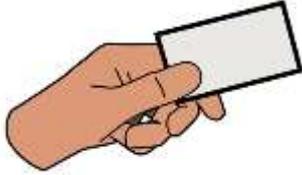
- Religion
- Address
- Phone numbers



- Next of Kin
- Medical history
- Behaviour Support Plans



- Financial details
- Multi-disciplinary Reports
- Dental and GP appointments



We must keep your information safe

Sometimes we may share your information with people. This is to make sure that we can give you the best service.

People we may share information with include

- Staff who work with you
- State Bodies who may need information
- Family members who you have said we can.
- Healthcare professionals
- The Hospital



We have your information because we want to give you services and supports.



The Data Protection law says the information must be up to date.



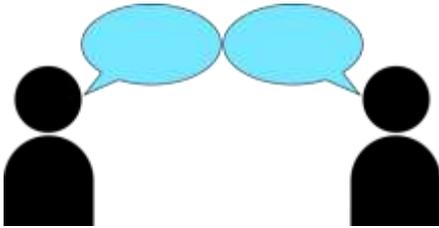
You can see the information about you if you want. This is your right.



We must get back to you within 30 days of you asking.



If we say no to giving you the information we must tell you why.

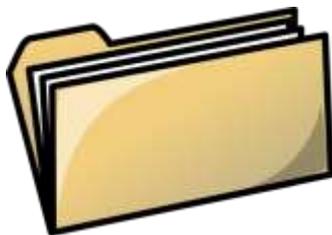


If we say no and you are not happy with this you can contact the Data Protection Commissioner.

They will check what information we have.

They will ask us why we said no.

If they don't agree they will tell us to give you your information and we must do so.

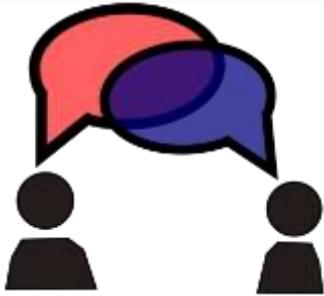


You should know:

That we have personal information about you
Why we have it and What we do with it.



You have the right to ask questions about this.



If the Brothers of Charity Services Ireland want to use your information for another reason, not in connection with the supports we provide to you, we must ask you first.



You can contact the Regional Data Protection Representative: (insert regional details)

Or the

Brothers of Charity Services Ireland Data Protection Officer by email at DPO@bocsi.ie

or post at Kilcornan House,

Clarinbridge, Co Galway H91 K2E9