

Brothers of Charity Services Ireland General Data Protection Regulations (GDPR) – Privacy Notice Easy Read Version

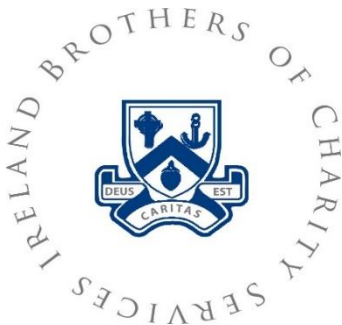
To: People supported by the Services of the Brothers of Charity
Services Ireland



Data Protection means that your personal information is collected, shared and stored properly.



The European Union General Data Protection Regulation or GDPR for short and the Data Protection Act 2018 together make up the data protection law.



It means Organisations like the Brothers of Charity Services Ireland have to look after your information.

It gives you greater control over your Information.



The Brothers of Charity Services Ireland collects and keeps important personal information about you. We do this to help us provide a good service. We use your personal and sensitive information to do this.

We keep information like:

- Name
- Gender
- Date of birth
- Religion
- Address
- Phone numbers
- Emergency contact
- Medical history including what vaccinations you have received.
- Behaviour Support Plans
- Details about money
- Multi-disciplinary Reports
- Dental and GP appointments
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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 (e.g. HSE, TUSLA, Health Research Board, HIQA)
- Family members who you have said we can.
- Healthcare professionals
- The Hospital
- Your appointed Advocate
- For safeguarding reasons
- Gardaí - If a crime has occurred.



We have your information because we need it to plan and deliver your services and supports.



The Data Protection law says the information must be up to date and can only be used for the reasons we tell you about. The Law says we must have a legal reason to process your data.

The BOCSI uses your data because we work with the Health Service Executive.



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

We must get back to you within 30 days after you ask with a decision.

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



An Coimisiún um
Chosaint Sonraí
Data Protection
Commission

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.



You should know that we have personal and sensitive information about you on our computer systems and in paper files.



You have the right to ask questions about your information, why we have it and what we are doing with it.



If the BOCSI want to use your information for a different reason, other than the provision of services and supports, we must ask you first and get your consent.



If you need to make a complaint about how BOCSI is handling your information or you want to ask a question about Data Protection.

You can contact the BOCSI Data Protection Officer by email at gina.magliocco@bocsi.ie or send a letter to Data Protection Officer, National Office, Kilcornan House, Clarinbridge, Co Galway. H91 K2E9.