Saint John of God Community Services

Easy – Read Data Protection Notice for Service Users

	Information on the General Data Protection Regulation. Data Protection regulations means that your personal information must be stored properly
	There is a new rule called the General Data Protection Regulation or **GDPR** It became law on 25th May 2018 The new law means that all organisations are more accountable as to how they use your personal information. It will also give you greater control over how your information is used, stored & shared .

	You should know: that Saint John of God Community Services: have personal information about you Why we have it and What we do with it You have the right to ask us questions about any of this.
	We want to provide you with the best possible supports and services, therefore we need to collect information about you, store that Information carefully, and use it to support you.

Examples of the information that Saint John of God Community Services collect and hold includes:

- Your Name
- Your Gender
- Your Date of birth

- Your Religion
- Your Address
- Your Phone numbers

- Your Next of Kin
- Your Medical history
- Your Behaviour Support Plans

- Your Financial & Banking &Legal details
- Multi-disciplinary Reports relating to you
- Health & Safety Reportsrelating to you
- Your Dental and GP appointments.

This information may be in written form
or

in photos or video in order to support you better

We must keep your information safe

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

Some of the people we may share information with include:

- Staff who work with you
- State Bodies who may need information
- Family members or those who you have said we can.
- Healthcare professionals and Hospital
- Others organisation who support you.

If Saint John of God Community Services wants to use your information for reasons that do not relate to providing you with services and supports we must ask you first.

	The Data Protection law says the information must always be correct and up to date.
	If any of your information is incorrect we must correct it as soon as possible
	Your information will not be kept for any longer than it is needed

or

longer than the law tells us that we must keep it for. |
| | You have the right to ask to see the information we have about you. |

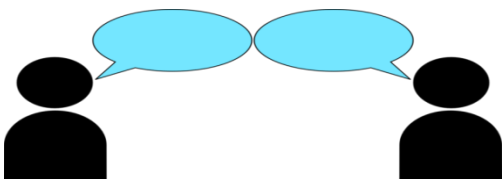|	
1 month (calendar showing 4 weeks, Mon–Sun) ❌	We must get back to you within 30 days of you asking for it If we say **No** to giving you the information we must tell you why
☹ 📞 ✉ 💻 (two people) (two people talking)	If you are not happy with this you can contact the Data Protection Commissioner. at Data Protection Commissioner's Office, Canal House, Station Road, Portarlington, Co. Laois R32 AP23 or at info@dataprotection.ie They will check what information we have They will ask us why we said No.

	If they don't agree with our reasons, they will tell us to give you your information.
	If You have any questions about your personal data
	you can contact :
	The Saint John of God Community Services Data Protection Office by email at dpocs@sjogcs.ie
	Or
	your local **Operations Manager**
	Kerry Services: liam.healy@sjog.ie
	North East Services: noel.carr@sjog.ie
	Dublin South East: michelle.thunder@sjog.ie
	Liffey Services : elisa.doyle@sjog.ie
	Mental Health Services : sheila.banks@sjog.ie