



PRIVACY STATEMENT SUMMARY FOR WINDMILL THERAPEUTIC TRAINING UNIT CLG SERVICE USERS

Windmill Therapeutic Training Unit Clg takes your privacy seriously. It is important that you know exactly what we do with personal information that you and others provide to us, why we gather it and what it means to you. Please take the time to read this notice carefully.

This summary explains Windmill Therapeutic Training Unit Clg data practice and tells you about the information we collect about you.

1. What type of information we may hold on you:
 - We hold data to identify you, your name address and contact details.
 - We may hold information about your medical conditions.
 - We may hold information about your personal circumstances, family and living arrangements.
 - We hold information on your next of kin supplied by you (name, address and contact details).
2. We start to collect your information when you apply to join our Day Service and build on that information in order to have your file up to date.
3. How we use your information and the legal basis. We use and share your data only where:
 - We have a contract for services– Under Contract.
 - You have agreed or given explicit consent to the using of your data in a specific way and you can withdraw your consent at any time.
 - To contact you or your next of kin in an emergency relating to your day service.
 - Staff who work with you.
 - State Bodies who may need your information
 - Healthcare Professional
 - Under legal obligation.
4. How we use automated processing or “analytics”. We do not use any automated processing or analytics of your personal or sensitive information. All Windmill Therapeutic Training Unit Clg systems including e-mail systems are deemed for business use only and therefore will not hold any data outside those required under contract and in the public interest. These systems are subject to searches in compliance with FOI and Data Protection search and retrieval requirements; Discovery/Court Orders; Security; Criminal Investigations by authorised authorities; and where appropriate HR Grievance & Disciplinary investigations.



5. With whom we might share your information.
 - Third parties with whom we need to share your information for the purpose of administering your salary.
 - Statutory or regulatory bodies including central and local government, and law enforcement authorities under disclosure orders or other relevant regulations.
 - Health & Safety Authority in the case of accidents or incidents at work.
6. How long we hold your data. How long we hold your data is subject to legislation and regulatory rules we must follow, set by authorities such as the Department of Finance, Health Service Executive and Revenue. Usually this means that we hold your data while you are a service user of Windmill Therapeutic Training Unit Clg and for a period thereafter to ensure your rights are fulfilled and in line with our records retention and destruction policy.
7. Your rights Under GDPR and Data Protection Act 2018 you have rights in relation to how we use your information including the right, without undue delay, to:
 - Find out if we use your information, access your information and receive copies of your information
 - Have inaccurate/incomplete information corrected and updated
 - Object to particular use of your personal data for our legitimate business
 - In certain circumstances, to have your information deleted or our use of your data restricted
 - Exercise the right to data portability (i.e. obtain a transferable copy of your information we hold to transfer to another employer)
 - To withdraw consent at any time where processing is based on consent. If you wish to exercise any of your data protection rights you can contact us at the below details. If we are unable to deal with your request fully within a calendar month (due to the complexity or number of requests) we may extend this period by a further two calendar months. If you make your request electronically, we will try to provide you with the relevant information electronically. You also have the right to complain to the Data Protection Commissioner if you are unhappy with the way we have processed your request.
8. Updates We may have to update our Data Privacy Notice from time to time. Any updates will be posted on our web site www.windmilltherapeutic.com
9. What do I do now? You do not need to do anything following receipt of this notice.

Data Protection Coordinator is Marguerite Heffernan
margueriteheffernan@windmilltherapeutic.com