

- Under Employment Rights, not to be forced to disclose information to a prospective employer. No one can force another person to make an access request, or reveal the results of an access request, as a condition of recruitment, employment or provision of a service. Where Garda vetting for employment purposes is necessary, this can be facilitated where the individual gives consent to the data controller to release personal data to a third party.

It should be noted that under the Freedom of Information Act records containing personal information may be released to a third party, where the public interest so requires in line with Mohill Family Support Centre CLG policies and procedures.

5. Principles of Act

Mohill Family Support Centre CLG will administer its responsibilities under the legislation in accordance with the eight stated data protection principles outlined in the Act as follows:

1. Obtain and process information fairly

Mohill Family Support Centre CLG will obtain and process personal data fairly and in accordance with the fulfillment of its functions.

2. Keep data only for one or more specified, explicit and lawful purposes

Mohill Family Support Centre CLG will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.

3. Use and disclose data only in ways compatible with these purposes

Mohill Family Support Centre CLG will only disclose personal data that is necessary for the purpose/s or compatible with the purpose/s for which it collects and keeps the data

4. Keep data safe and secure

Mohill Family Support Centre CLG will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of, the data and against their accidental loss or destruction. Mohill Family Support Centre CLG is aware that high standards of security are essential for all personal data

5. Keep data accurate, complete and up-to-date

Mohill Family Support Centre CLG will have procedures that are adequate to ensure high levels of data accuracy and will examine the general requirement to keep personal data up-to-date. Appropriate procedures will be put in place to assist staff in keeping data up-to-date

6. *Ensure that data are adequate, relevant and not excessive*

Personal data held by Mohill Family Support Centre CLG will be adequate, relevant and not excessive in relation to the purpose/s for which it is kept

7. *Retain data for no longer than is necessary for the purpose or purposes for which they are kept*

The centre will implement a policy on retention periods for personal data

8. *Give a copy of his/her personal data to that individual, on request*

Mohill Family Support Centre CLG has policies and procedures in place to ensure that data subjects can exercise their rights under the Data Protection legislation. There is a 28 day process and under current legislation there is no fee to the individual

6. Roles and Responsibilities

Mohill Family Support Centre CLG has overall responsibility for ensuring compliance with the Data Protection legislation. However, all employees and volunteers of the Mohill Family Support Centre CLG who collect and/or control the contents and use of personal data are also responsible for compliance with the Data Protection legislation. The Centre will provide support, assistance, advice and training as required in order to ensure that it is in full compliance with the legislation.

7. Procedures and Guidelines

This policy supports the provision of a structure to assist Mohill Family Support Centre CLG to be in compliance with the Data Protection legislation, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

8. Data Breach

Where a disclosure or a breach of data occurs, Mohill Family Support Centre CLG will refer to the Data Protection Commissioners Personal Data Security Breach Code of Practice for guidance on dealing with such breaches or wrongful disclosures.