

Data Protection Policy

Introduction

Wexford Local Development needs to collect and use personal data (information) about its clients, staff, and other individuals who come into contact with our organisation. Wexford Local Development is registered with the Data Protection Commissioner as both a “data controller” and a “data processor” in compliance with the requirements of our funders. The purposes of processing data include the provision of supports and services to individuals, organisations and enterprises, the organisation and administration of training courses, monitoring of programmes in order to ensure compliance with requirements and report to funders on outputs achieved, programme evaluation, the recruitment and payment of staff, compliance with statutory obligations, etc.

Data Protection law safeguards the privacy rights of individuals in relation to the processing of their personal data. The Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 confer rights on individuals as well as responsibilities on those persons processing personal data. Personal data, both automated and manual, are data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

Purpose of this policy

This policy is a statement of Wexford Local Development’s commitment to protect the rights and privacy of individuals in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

Data Protection Principles

Wexford Local Development undertakes to perform its responsibilities under the legislation in accordance with the eight stated Data Protection principles outlined in the Acts as follows:

- **Obtain and process information fairly**
Wexford Local Development obtains and processes personal data fairly and in accordance with its statutory and other legal obligations.
- **Keep it only for one or more specified, explicit and lawful purposes**
Wexford Local Development keeps personal data for purposes that are specific, lawful

and clearly stated. Personal data will only be processed in a manner compatible with these purposes.

- **Use and disclosure only in ways compatible with these purposes**
Wexford Local Development only uses and discloses personal data in circumstances that are necessary for the purposes of for which it collects and keeps the data.
- **Keep it safe and secure**
Wexford Local Development takes appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of data and against accidental loss or destruction.
- **Keep it accurate, complete and up-to-date**
Wexford Local Development operates procedures that ensure high levels of data accuracy, completeness and consistency.
- **Ensure it is adequate, relevant and not excessive**
Personal data held by Wexford Local Development are adequate, relevant and not excessive in data retention terms.
- **Retain for no longer than is necessary**
Wexford Local Development has a policy on retention periods for personal data.
- **Give a copy of his/ her personal data to that individual, on request**
Wexford Local Development has procedures in place to ensure that data subjects can exercise their rights under the Data Protection legislation.

Responsibility

Wexford Local Development has overall responsibility for ensuring compliance with Data Protection legislation when it is the Data Controller of personal data. However, all employees of Wexford Local Development who separately collect and/or control the content and use of personal data are individually responsible for compliance with the legislation. The Chief Executive Officer is the Data Protection Officer, and provides support, assistance, advice, and training to all departments and offices to ensure that they are in a position to comply with the legislation.

Procedures and Guidelines

Wexford Local Development is firmly committed to ensuring personal privacy and compliance with the Data Protection legislation, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

Review

This Policy will be reviewed regularly in light of any legislative or other relevant developments.