

Data Privacy Notice for Individuals

What personal data do we collect & how is it processed?

When you are registering as a client with Wexford Local Development we ask you for some personal data including your **name**, **address**, **eircode**, **phone number** and **email address** as well as your **date of birth** and your **gender**. We also ask you for information about your level of **education** and your **employment** status and the employment status of your **household**.

We use this information to create a unique electronic client record for you on our in-house Salesforce Client Relationship Management system. Within this record, we keep brief records of the supports you receive from us connected to a 'personal plan' that is developed with you when you first register with us. Only information related to the supports you receive from us is recorded.

What is this information used for?

- ✓ By **creating and maintaining a secure record of the supports** you receive from WLD we can **seamlessly refer you** to programmes that can address your needs.
- ✓ We may also from time to time use your contact information to **inform you about supports and events** that may be of interest/relevance to you and to seek your **feedback** on your experience with us.
- ✓ Finally, having this data allows us to **see which groups of people are accessing our services** and to make sure that we **adapt what we do to best meet their needs**.

If you have any questions on the processing of your personal data or wish to exercise any of your data rights such as the withdrawal of your consent, please contact us as outlined below:

Brian Kehoe, CEO and Data Protection
Officer

Wexford Local Development
Spawell Road, Wexford

Email: bkehoe@wld.ie
Phone: 053 9155800

You also have the right to make a complaint to the Data Protection Commissioners if, having raised a concern with us, you still believe your personal data has been processed contrary to the relevant legislation. Their contact details are below and their website explains fully your rights:

Data Protection Commission
21 Fitzwilliam Square South
Dublin 2, D02 RD28

Email: dpo@dataprotection.ie
Phone: 01 7650100 / 1800 437 737
Website: www.dataprotection.ie