









CHEEVERSTOWN

General Data Protection Regulation (GDPR).

Service Users Privacy
Notice.



	<p>All individuals under the UN convention, European and Irish law have rights with regards to data privacy.</p>
	<p>GDPR means that all your personal information must be stored appropriately and kept safe.</p>
	<p>GDPR means that Cheeverstown will ensure that your personal information is only used as required.</p>
	<p>GDPR says your information must be correct and up to date.</p>
	<p>Do you know that Cheeverstown has personal information about you?</p> <p>Cheeverstown uses this information to provide you with the supports that you need.</p>
	<p>This document will help explain what personal information Cheeverstown has about you.</p> <p>It will also help explain why we keep personal information about you.</p>



Cheeverstown keeps the following information about you:

	gender 	address 	date of birth
phone numbers 	ethnicity 	religion 	Next of kin
Education 	Jobs & work 	Medical history 	
Bank accounts 	Legal details 	Clinical reports 	Health and safety
	Medical appointments 	Dentist appointments 	





Information about you can be on paper.
Information about you can be on the computer.



Cheeverstown must keep your information safe.



Cheeverstown securely shares your information to enable us to access services and supports.



Cheeverstown might share your information with

- Your family (**if you say that's ok**)
- Other healthcare professionals
- Hospitals
- Other services who support you
- Funding agencies
- Health research and academic bodies



Cheeverstown will only keep information about you for as long as it is needed.



You can ask Cheeverstown about any of the information it has about you.
You can ask Cheeverstown what we use your personal information for.



	<p>If any of your information is wrong, Cheeverstown must change it as soon as possible.</p>
	<p>Your photograph might be used on the Cheeverstown website or social media sites if you agree to this.</p>
	<p>You can say no to your photo being used on the Cheeverstown website and social media sites.</p>
	<p>You can ask for your photo to be taken off the Cheeverstown website and social media sites at any time.</p>
	<p>If you have any questions about your information, you can contact the manager.</p>
	<p>You can ask to see your personal information.</p>





You can ask Cheeverstown if you want to get a copy of your information.



You can ask staff, family or a manager to help you request a copy of your information.



You can also email dpo@cheeverstown.ie to ask for a copy of your information.



Cheeverstown should get back to you in 30 days about your request and information.



If you are not happy with how Cheeverstown answers your request for your information, you can contact the Data Protection Commission.



You can contact them online at <https://forms.dataprotection.ie/contact>.

You can write to them at:
Data Protection Commission
21 Fitzwilliam Square
Dublin 2 D02 RD2

