



CHEEVERSTOWN

A FUTURE WHICH EMPOWERS PEOPLE WITH INTELLECTUAL
DISABILITIES TO REALISE THEIR POTENTIAL AND LIVE A GOOD LIFE.

Cheeverstown House

Privacy Notice

Current, Past and Retired

Cheeverstown, Kilvare, Templeogue, Dublin 6W, D6W TX36
T: 01 4993700 • F: 01 4905753 • E: info@cheeverstown.ie • W: www.cheeverstown.ie

CHEEVERSTOWN HOUSE COMPANY LIMITED BY GUARANTEE

Board of Cheeverstown House CLG

• Mr. K. Hickey (Chairman) • Mr. R. Bateman • Mr. D. Colfer • Mr. G. Mitchell •
Ms. S. Murphy • Mr. U. Shannon • Ms. A. Vaughan •



Document Information

Title:	Cheeverstown House Privacy Notice – Current, Past and Retired Employees
Version:	1
Approved:	Policy Committee
Date Issued:	September 2022
Date Reviewed:	



Cheeverstown House 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. This document is being provided to you in line with our obligations under the General Data Protection Regulation (GDPR), which came into force on 25th May 2018. From that date, the GDPR, together with applicable Irish requirements, amended existing data protection law and place enhanced accountability and transparency obligations on organisations when using your information, including a right to object to processing of your personal information where that processing is carried out for the delivery of our Services. Please take the time to read this notice carefully. This summary explains the data practices in place and tells you about the information we collect about you.

1. What type of information we may hold on you?

- We hold any information you may have supplied to us in the form of your job application or your CV.
- We hold information on your educational qualifications.
- We hold reference information from previous employers.
- We hold data to identify you, your name address and contact details.
- We may hold information about your personal circumstances, marriage, family status, number of children (for paying tax, pensions, allocating leave entitlements and calculating wages).
- We hold information on previous public sector employment for the purposes of calculating service entitlements and pensions.
- We hold information from 3rd parties for example tax credits provided by the Revenue Commissioners.
- We hold social welfare certs for those in receipt of sick and maternity pay.
- We hold financial information relating to bank accounts to facilitate the paying of your salary, pension, remuneration, and tax.
- We hold a photographic image of you on file for identification purposes.



- We hold information about your medical conditions in certain circumstances under occupational and public health guidelines and as part of your pre-employment screening as it applies to your ability to conduct your duties.
- We hold information on any other employers while under the employment of Cheeverstown House that you have disclosed,
- We hold information on different categories of leave taken for example, maternity leave, sick leave, parental leave, annual leave.
- We hold information on your emergency contact supplied by you (name, address and contact details and personal email).
- We hold information on trainings completed.
- We may hold information on work permit or visa status.
- We may hold information on your driving licence if it a requirement of the role.
- We may hold information from professional bodies relating to your qualifications and memberships to professional bodies.
- We may hold information about your membership of a Trade Union membership during any representations made on your behalf.
- We hold information on appraisals and performance management.
- We may hold information relating to the grievance and disciplinary process.
- We may hold information on accidents at work.
- We may hold information obtained during the Garda Vetting process.
- We may hold CCTV video images for the purpose of security for employees and service users.

2. When we collect your information:

We start to collect your information when you apply to join our service and this information can be obtained electronically or in hardcopy forms. We build on the data provided to meet the requirements of your employment contract, administration of pay roll, pensions, agency contract, student training, and our legal and contractual obligations as an employer.



3. How we use your information and the legal basis?

We use your data only where:

- We have a contract of employment or a contract for professional 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.
- When it is necessary in relation to the provision of your employment contract.
- To contact you or your emergency contact if required.
- Used for our legitimate interests such as managing our services including providing you with information regarding your employment.
- Under or legal obligation to report serious incidents and workplace accidents.

4. How we use automated processing or “analytics”.

We do not use any automated processing or analytics of your personal or sensitive information.

5. With whom we might share your information?

- Salary, insurance, tax, expense, and deductions are processed using the employee’s personal information. Salaries information and tax deductions are provided to Revenue. Salaries are paid as electronic payments via Bank of Irelands online business banking platform.
- Third parties with whom we need to share your information for the purpose of administrating your pension for example the National Pensions Management agency.
- For the purposes of internal and external training and development.
- Third parties and IT and communication vendors bound by confidentiality clauses and data processing agreements to ensure safeguards and notification processes are put in place when employee’s personal data is being processed.



- Statutory or regulatory bodies such as the HSE, the National Incident Management System (NIMS) managed by State Claims Agency as well as any insurers, law.
- External auditors who oversee quality checks on our employee payments, for example our financial auditors.
- Enforcement authorities under mandated disclosure orders or other relevant regulations.
- Medmark Occupational Health
- Health & Safety Authority in the case of accidents or incidents at work.
- Health Information and Quality Authority under the remit of registration inspections and audits.
- Staff reconfiguring into Children Disability Network Teams will have their data shared with the relevant Lead Agency. Data includes name, title, name of employer, employing agency manager, contract type, probation status, whole time equivalent, contractual hours, leave entitlements and balances, training and professional qualifications, previous employers and garda vetting. Data will be shared on a need- to- know basis and can include risk assessments, occupational health, performance management, development plans, disciplinary and grievances. Each lead agency will arrange for an additional privacy notice to be put in place for CDNT staff under their management.

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, Health Information and Quality Authority, Health & Safety Authority, Pensions Authority, Revenue. Usually this means that we hold your data while you are employed by Cheeverstown House and for a period thereafter in line with our records retention and destruction policy.

7. Your rights?



You have rights in relation to how we use your information, including the right, without undue delay to:

- To 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).
- To withdraw consent at any time where processing is based purely on consent.

You can access your records by making a subject access request (SAR) in writing to Cheeverstown House requesting access to the data required. It is important that you provide evidence of government identification and a detailed description of the information you require and applicable dates. If you wish to exercise any of your data rights, you can contact us at dpo@cheeverstown.ie

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 and shall explain the reason why.

8. How to contact us and our Data Protection Officer?

If you have questions about how we use your information, you can reach our Data Protection Officer at dpo@cheeverstown.ie

9. Updates:

We may have to update our Data Privacy Notice from time to time. Any updates will be made available to all staff.

