



**St John
Ambulance**

Version	1
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Reviewed by	S/O Paul Downes
Additional Input	Training and Development, Operations
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Introduction

At St. John Ambulance Ireland (SJAI), the privacy and data protection rights of the public and our members are very important to us.

Data Protection is the safeguarding of the privacy rights of living individuals in relation to the processing of personal data, in both paper and electronic format. The Data Protection Acts 1988 and 2003 (the "Data Protection Acts") lay down strict rules about the way in which personal data and sensitive personal data are collected, accessed, used and disclosed. The Data Protection Acts also permit individuals to access their personal data on request, and confer on individuals the right to have their personal data amended if found to be incorrect.

This document outlines SJAI's policy to help ensure that we comply with the Data Protection Acts and keep your data safe and secure

Data Protection Policy

Purpose of this policy

This policy is a statement of SJAI's commitment to protect the rights and privacy of those who submit data to our organisation, either members of the public or our members.

This Data Protection Policy has been drafted by John O'Connell and Eoin Pluincéid and approved by Staff Officer Paul Downes, Central Organisation Support. Any breach will be taken seriously and may result in formal disciplinary action.

How your data is used

We collect and use information that you submit to provide the following services and benefits.

1. To be able to offer courses through our Training and Development Department
2. To enable members of the public to learn about our courses and enroll.
3. To support individuals to seek opportunities to enrol in National Training courses
4. To demonstrate compliance with registered and external bodies such as the Pre Hospital Care Council (PHECC)
5. To support individual Continuous Professional Competency (CPC) & Continuous Professional development (CPD)
6. To support the development of an annual national training plan
7. To be able to keep track of useful skills and qualifications of our members that may be advantageous to the Organisation
8. To assist the T&D department to review course material and adapt courses to support individual expectations
9. To be in a position to offer personalized websites for each division
10. To be able to offer you a secure stjoh.n.ie email address along with the other benefits of the Office 365 productivity suite
11. To ensure the Child Protection Policy can be enforced safely
12. To ensure the Operations Department can adequately provide for and plan for duties and events.
13. To be able to track the number of volunteers we have in Divisions across the country to aid with future planning within the Organisation
14. To ensure an open, transparent and secure channel of communication across the Organisation

Data Protection Principles

We shall perform our responsibilities under the Data Protection provisions in accordance with the following eight Data Protection principles:

1. Obtain and process information fairly

We shall obtain and process your personal data fairly and in accordance with statutory and other legal obligations.

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

We shall keep your personal data for purposes that are specific, lawful and clearly stated. Your personal data will only be processed in a manner compatible with these purposes.

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

We shall use and disclose your personal data only in circumstances that are necessary for the purposes for which we collected the data.

4. Keep it safe and secure

We shall take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of your personal data and against its accidental loss or destruction. The designated secure system within SJAI is Office 365. Usage of personal emails for organisational business will contravene this policy and potentially put the organisation and data at risk.

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

We adopt procedures that ensure high levels of data accuracy, completeness and that your data is up-to-date.

6. Ensure it is adequate, relevant and not excessive

We shall only hold your personal data to the extent that it is adequate, relevant and not excessive.

7. Retain for no longer than is necessary

We have a retention policy for your personal data.

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

We adopt procedures to ensure that data subjects can exercise their rights under the Data Protection legislation to access their data.

Responsibility

Overall responsibility for ensuring compliance with Data Protection Acts rests with SJAI. All members concerned are responsible for ensuring that information is not kept for longer than necessary. Central Organisation Support are pleased to offer assistance and advice to ensure good practice is adopted.



Right to Access Information

Members and other subjects of personal data held by SJAI have the right to access any personal data that is being kept about them on computer and also have access to paper-based data held in certain manual filing systems. This right is subject to certain exemptions which are set out in the Data Protection Acts. Any person who wishes to exercise this right should make the request in writing to the Central Organisation Support Director.

SJAI aims to comply with requests for access to personal information as quickly as possible. In cases of delay, the reason for delay will be explained in writing to the individual making the request.

Procedures and Guidelines

SJAI is firmly committed to ensuring personal privacy and compliance with the Data Protection Acts, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection. This Data Protection Policy is supplemented (and may be amended) by other specific policies and procedures adopted by SJAI.

Review

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

Paul Downes, Staff Officer, Central Organisation Support Dated: 05th October 2016