

DATA PRIVACY NOTICE

This notice explains how we use your information and the rights you have in relation to your personal information.

We will hold:

- Data to identify you, including your name, address and year of birth
- Details of your income, outgoings, debts and assets
- Brief details of your health, if relevant to the application
- Information on your marital status
- Details of your dependents
- Information about you provided by others in support of your application for assistance, e.g. social workers, doctors and other third parties.

We use your information to assess and process your application for assistance, and not for any other reason. Where possible data which are no longer relevant are redacted.

We will hold your data only for such period as is necessary (as a general rule for not more than seven years).

You have the right to:

- Access your information and receive copies of your information
- Have inaccurate/incomplete information corrected and updated
- In certain circumstances if applicable, have your information deleted or our use of your data restricted
- Exercise the right to data portability if applicable (i.e. obtain a transferable version of your information to transfer to another provider)
- Withdraw consent at any time where processing is based on consent and if practicable.

If you wish to exercise any of your data rights or have questions about how we use your information, you can contact us at the Sick and Indigent Roomkeepers' Society, 41, Fitzwilliam Square West, Dublin 2, D02 F961, by phone: 01 6676213, or email: roomkeepers.society@gmail.com We will endeavour to deal with your request promptly and within 30 days.

You also have the right to complain to the Office of the Data Protection Commissioner at Data Protection Commission, 21, Fitzwilliam Square South, Dublin 2, D02 RD28.

The Society's Data Protection Policy is published on its website www.roomkeepers.ie and will be updated from time to time. For further information about an applicant's right under data protection legislation see: www.dataprotection.ie and www.GDPRandYOU.ie