



Policy Statement:

Sligo CIL aims to ensure the protection and rights regarding all personal Information as per the terms of the Data Protection Act 2018

PURPOSE:

To ensure that Sligo CIL ensure the protection of personal information of all Sligo CIL Staff and Leaders.

SCOPE:

This policy refers to all Sligo CIL Staff, Core Staff and Personal Assistants employed within the Sligo Centre for Independent Living and the organisation's Leaders & Service Users.

PROCEDURE:

- Employees are required to provide essential personal information for Sligo CIL's manual and computerised records.
- Sligo CIL should be informed of any changes to your home address, telephone number, bank details, next of kin etc.
- Leaders & Service Users should keep us informed of any changes in home address & contact details.
- All such personal information is kept confidential and will only be used in line with required purpose and as per the terms of the Data Protection Act 2018.
- Employees have the right to access information held about them and all requests should be made in writing to the CEO.

ROLES AND RESPONSIBILITIES:

It is the responsibility of Sligo CIL staff to comply with the above policy. It is the responsibility of the Sligo CIL Support & Development Team to ensure the compliance of the above policy.

IMPLEMENTATION:

It is the responsibility of the Sligo CIL Support & Development Team to roll out and implement the above policy to all Sligo CIL staff.

Approved by:

Maria Mulligan, CEO, SCIL

Date: April 2021