

Data Protection Procedure

Purpose

This procedure outlines the ways in which ALONE complies with data protection legislation, collecting information to deliver the best service while guarding the rights of individuals.

Policy

ALONE operates our services in a rights based manner and we respect the information we hold about individuals in this spirit. ALONE holds all data in line with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

We abide by guidelines set down by the Data Protection Commissioner which are summarised as relevant to ALONE in this procedure.

Procedure

1. ALONE obtains and processes information fairly.

- Our data-collection practices are open, transparent and up-front.
- When we collect information about individuals we make them aware of how we will use that information.
- We make people aware of any disclosures of their data to third parties.
- We obtain consent for any secondary uses of personal data, which might not be obvious.
 - Disclosure of personal data without the individual data subject's consent is permitted in certain limited circumstances laid down in the Data Protection Acts (mainly Sections 8 and 2A).

These include;

- where disclosure is necessary to prevent injury or damage to the health of an individual
- where such disclosure is required by law
- where disclosure is made to the Gardaí in relation to a criminal investigation.

2. ALONE keeps information only for specified and lawful purposes.

- We are clear about the purposes for which we keep personal information.
- Data sets are managed for specific purposes.

3. ALONE processes information only in ways compatible with the purposes for which it was given to us.

- We have quality procedures for the use and disclosure of information.
- We seek the consent of individuals regarding disclosures of information about them.

4. ALONE keeps personal information safe and secure.

- Our computers are password-protected.
- Our filing cabinets containing personal information are securely locked when the office is unattended.

5. ALONE ensures that the information that we hold on individuals is adequate, relevant and not excessive.

- We collect all the information we need to deliver our services effectively, and to deal with individuals in a fair and comprehensive manner.
- The information we collect is relevant, and not excessive, for our purposes.

6. ALONE keeps the information we have on individuals accurate and up-to-date.

- We check our data on older people who use our services for accuracy through regular care plan updates.
- Our databases are kept up-to-date by the staff responsible for them.

7. ALONE retains information no longer than is necessary for the specified purpose for which it was recorded.

8. ALONE will give a copy of his/her personal data to any individual, on request.

- Older People are informed they have a right to access to information about them held by ALONE.
- If they wish to have access to their files a request must be made in writing, stating the reason.
- The CEO is responsible for handling data access requests, including requests from a deceased Older Person's family or Next of Kin.
- The CEO will designate staff to be present when the information is shared.
- We will facilitate the Older Person in taking copies if they wish.