

# THE IVEAGH HOSTEL

## **Data Privacy Notice**

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How we protect and manage  
your personal data

## **Protecting and managing your data**

All individuals have rights with regard to the way in which their Personal Data is handled. This summary explains the most important aspects of how we use your personal information and what rights you have in relation to that information.

As of May 25<sup>th</sup> 2018, the General Data Protection Regulation (the “GDPR”) together with the Irish Data Protection Act 2018 introduced important changes to give you greater control over your personal information. These new data protection laws also require organisations that hold your personal information, such as the Iveagh Trust, to clearly explain why they collect your information and how that data will be managed and protected.

### **1. Who we are**

Founded in 1890 by Edward Cecil Guinness, the Iveagh Trust is a registered housing charity and statutory trust established under the Iveagh Trust Acts, 1899-1961.

Your information is held by the Trustee Board of the Iveagh Trust (the “Data Controller”) and managed day to day by the Management Team of the Iveagh Hostel.

### **2. What personal data do we collect?**

We collect and process various categories of personal information about you, including;

- ✓ Data to identify you as a resident of the Iveagh Hostel, in accordance with the terms of your weekly license agreement, including name and address, contact telephone number(s) and date of birth.
- ✓ Data to support your application to become a resident of the Iveagh Hostel, such as background information, weekly income, former addresses, character references, next of kin and social worker/key worker contact details.
- ✓ Certain special categories of personal data, including information about your nationality, health and criminal convictions, where applicable.
- ✓ Data relating to the day to day management of your residency at the Iveagh Hostel including rent receipts & arrears, incident reports, complaints and CCTV coverage of common areas.

### **3. Why do we collect it?**

The Iveagh Trust collects your personal data to manage and administer the provision of accommodation at the Iveagh Hostel to you.

This data is collected for the following purposes:

- ✓ To assess your need for accommodation
- ✓ To determine your suitability for accommodation within the Iveagh Hostel
- ✓ To ensure that we comply with applicable laws and regulations
- ✓ To facilitate the day to day management of your residency and our relationship with you.

### **4. How do we obtain your information?**

We collect your information directly from you. If you have been referred to us by a Local Authority, they may provide us with some basic information; for example, your name, previous address, contract telephone number and nationality. We may also, with your knowledge, receive information from an agency making a referral on your behalf.

## **Who do we share it with?**

We will not share your information with anyone outside of the Iveagh Trust except:

- ✓ Where we have your permission
- ✓ Where we are required to do so by law, by law enforcement agencies, government entities or regulatory bodies
- ✓ In anonymised form as part of statistical analysis or other aggregated data
- ✓ Where it is necessary to facilitate the efficient management and administration of the Iveagh Hostel, for example, in the provision of IT support services.

We will only share your information with third parties that have demonstrated to us how they will comply with all applicable laws to protect your data. The Iveagh Trust does not provide your data to any other organisation for the purposes of marketing activities.

## **5. How long will we hold your information for?**

Your personal data, as described in Section 2, will be held for seven years following the termination of your tenancy with us.

## **6. The security of your data**

The Trust takes the security of your data very seriously. Strict protocols are in place to ensure that:

- ✓ All personal information in paper form is securely stored in locked file rooms and cabinets
- ✓ All personal information stored on the Trust's computer systems is password and firewall protected
- ✓ Personal information is accessible to senior staff on a need only basis.

## **7. What is the lawful basis for collecting your data?**

Your data is collected primarily on the basis of your license agreement – a contract between you, as the Data Subject, and the Iveagh Trust, as the Data Controller, to provide you with accommodation at the Iveagh Hostel.

The Trust is also subject to a contractual obligation with the Dublin Region Homeless Executive in the form of a Service Level Agreement under Section 10 of the 1988 Housing Act, to make a proportion of the Hostel's accommodation available on an emergency basis.

The Iveagh Trust Acts 1899 – 1961 provide Trustees of the Iveagh Trust with powers to provide accommodation for those in need, both in Dublin and adjoining counties.

The main lawful bases for collecting your information are outlined below:

- ✓ In the performance of a contract to provide you with accommodation, to which you are party – your license agreement.
- ✓ In the performance of a contract between the Iveagh Trust and the Dublin Region Homeless Executive in accordance with a Service Level Agreement under Section 10 of the 1988 Housing Act.
- ✓ Special categories of personal data referred to in section 2 are collected in the course of the legitimate activities of the Iveagh Trust as a not-for-profit body, in accordance with section 2(d) under Article 9 of the General Data Protection Regulation.

## **8. Your rights**

As of May 25<sup>th</sup> 2018, you have enhanced legal rights to control your data and the manner in which we process it. This includes:

- ✓ A right to access your personal information
- ✓ A right to request us to correct inaccurate information
- ✓ A right to request that we restrict the processing of your information in certain circumstances
- ✓ A right to receive the personal information you have provided to us in portable format
- ✓ A right to object to us processing your personal information in certain circumstances (for example if you believe we are not using your information in a lawful manner, or for the purposes for which it was provided)
- ✓ Where we have requested your permission to process your information, a right to withdraw your consent at any time
- ✓ A right to have your information deleted, in certain circumstances
- ✓ A right to lodge a complaint with the Office of the Data Protection Commission.

For further information, visit [www.gdprandyou.ie](http://www.gdprandyou.ie) or [www.dataprotection.ie](http://www.dataprotection.ie)

## **9. How to contact us**

If you have any questions about how we use your information, you can contact us by email at the following address: [dp@theiveaghtrust.ie](mailto:dp@theiveaghtrust.ie) or alternatively you can call us on 01 454 2312.

## **10. Changes to this Data Privacy Notice**

We may update this Data Privacy Notice from time to time in response to changing legal, regulatory or operational requirements. We will notify you of any such changes (including when they will take effect) and place a copy of the updated Data Privacy Notice on the Hostel's website at [www.theiveaghhostel.ie](http://www.theiveaghhostel.ie).

## **11. Approval**

This Data Privacy Notice was approved and adopted by the Trustees of the Iveagh Trust as of and from 25<sup>th</sup> May 2018.

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