



## PRIVACY NOTICE

Deaf Village Ireland

### 1. What is Personal Data?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the EU General Data Protection Regulation (the "GDPR") and the Data Protection Act 2018.

### 2. Who are we?

Deaf Village Ireland is the data controller (contact details below). This means it determines how your personal data is processed and for what purposes.

### 3. How do we process your data?

Deaf Village Ireland complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data to operate Deaf Village Ireland including the employment of staff, engaging participants on community employment schemes and delivering the services that our clients have requested. We may also use personal data to inform you of other products or services available from Deaf Village Ireland and its affiliates and to contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

### 4. What is the legal basis for processing your personal data?

We process personal data on the following legal bases:

Employees: performance of a contract with employees

Community employment scheme participants: performance of a contract with the Department of Employment and Social Protection

Provision of services to clients: consent

Research about services provided and potential new services: the legitimate interests of DVI to improve service provision.

### 5. Sharing your personal data

In certain circumstances, we need to share personal data in pursuit of our legitimate interests, for example the use of processors to manage communications, surveys or the secure storage of your data.

### 6. International Transfer

All personal data is stored within the European Economic Area or countries whose data protection regimes have been designated as adequate by the European Commission. We will not transfer any

data to a third country or international organisation without your explicit consent and without appropriate privacy safeguards in place.

#### 7. How long do we keep your data?

We keep data in accordance with the guidance set out within our formal records retention policies and do not maintain data beyond what is absolutely required for contractual purposes or where otherwise required by law.

#### 8. Your rights and your personal data

You have the following rights with respect to your personal data: -

- The right to request a copy of your personal data, which [name of organisation] holds about you.
- The right to request that [name of organisation] correct any personal data if it is found to be inaccurate, incomplete or out-of-date.
- The right to request your personal data is erased where it is no longer necessary or lawful for [name of organisation] to retain such data.
- The right to request that Deaf Village Ireland provides you with a copy of your personal data and, in certain circumstances, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data
- The right to lodge a complaint with the Data Protection Commission.

#### 9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice. The new notice will explain the new use of your personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions.

#### 10. Use of Cookies

Deaf Village Ireland's web site use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize Deaf Village Ireland pages, or register with Deaf Village Ireland site or services, a cookie helps Deaf Village Ireland to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as email address addresses or any queries. When you return to the same Deaf Village Ireland Web site, the information you previously provided can be retrieved, so you can easily use the Deaf Village Ireland features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of Deaf Village Ireland services or Web sites you visit.

### 11. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the manager of Deaf Village Ireland at the following address.

Deaf Village Ireland  
Ratoath Road, Cabra, Dublin 7  
TEL: +353 879146101  
EMAIL: [manager@deafvillageireland.ie](mailto:manager@deafvillageireland.ie)  
WEBSITE: [www.deafvillageireland](http://www.deafvillageireland)

### 12. Complaints

You have the right to make a complaint to the Data Protection Commission which you can contact by phone: +353 (0761) 104 800; via email [info@dataprotection.ie](mailto:info@dataprotection.ie) or by writing to:

The Data Protection Commissioner,  
Canal House,  
Station Road,  
Portarlinton,  
Co. Laois,  
R32 AP23.

Signed and Approved by the Board *Anne Coogan* Date *4/10/2022*  
Chairperson