

The Changing Lives Initiative – Privacy Notice

General Notice

Who is collecting this information?

The Changing Lives Initiative is a partnership comprising Archways (Lead Partner), DKIT (Research Partner), and Local Partners; Colin Neighbourhood Partnership in Northern Ireland, The Genesis Programme in Republic of Ireland and NHS Highland in Scotland.

The above organisations are what is known as ‘Joint Controllers’ of the personal data you provide to us. We take your privacy seriously and will only use personal information about you and your family to provide the services you have requested from us.

What information will I be asked for?

We may ask you for some information about yourself. This includes basic personal data and contact information such as name, address, email and phone number, required by us for administrative purposes.

We may also capture images of you participating in activities or events.

How will my information be stored?

The information you provide will be kept strictly confidential and stored securely. Your name and details will not appear in any report or documents produced from The Changing Lives Initiative.

What will my information be used for?

We will use the information provided on sign in sheets to verify the number of people / families attending our information sessions and events. A summary of this information will be shared with our funders. Our funders may review individual sign in sheets as part of their audit process.

If you opt in to receive our e-zine, your contact information such as email address will be used to send you correspondence about our programme.

Images may be shared with funders or used to promote our activities online or in publications.

What are your rights?

If you wish to see the information we hold on you, simply contact us either by post or email, and we will try to respond to you within one month of receipt of your request. If at any point you believe the information we process on you is incorrect, you may request to have it corrected. You can contact us at the address shown below. If you wish to raise a complaint on how we handled your personal data, you can also contact our Data Protection Officer (DPO) directly.

Contact points (Data controller / Data Protection Officers)

<p>The Changing Lives Initiative Unit 39, Regional Development Centre DKIT, Dublin Road, Dundalk, Co. Louth</p>	<p>Archways (Lead Partner of the Changing Lives Initiative Project) 7/8 Oakfield Industrial Estate, Clondalkin, Dublin 22</p>
<p>Data Protection Officer: Christina Riordan (Project Manager) Phone: +353 (0)87 367 3716 Email: criordan@archways.ie</p>	<p>Data Protection Officer: Caitriona Delaney Phone: +353 (0)1 4574306 Email: gdpr@archways.ie</p>

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If you are not satisfied with our response or believe we are processing your data in a way that is not in accordance with the law, you can complain directly to the Office of the Data Protection / Information Commissioner at:

Republic of Ireland
Data Protection Commissioner, Canal House, Station Road, Portarlinton, R32 AP23, Co. Laois E-mail: info@dataprotection.ie ;
Northern Ireland
The Information Commissioner's Office – Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. Telephone: 028 9027 8757 / 0303 123 1114; Email: ni@ico.org.uk
Scotland
The Information Commissioner's Office – Scotland, 45 Melville Street, Edinburgh, EH3 7HL. Telephone: 0303 123 1115; Email: Scotland@ico.org.uk