



KERRY DEAF RESOURCE CENTRE

KDRC provides services to Deaf and hard of hearing people at county level and contributes to national & international issues of equality, access and rights.

Charity No: CHY20854

4 Gas Terrace
Tralee
Co. Kerry

16.04.18

KDRC DATA PROTECTION POLICY.

The General Data Protection Regulation (GDPR) will come into force on the 25th May 2018. Our service is committed to ensuring we follow appropriate data protection guidelines, policies and legislation. To ensure we comply with the new GDPR policy, we are implementing changes in how we store data.

WILL OUR NEW POLICY BE SHARED WITH SERVICE USERS?

Yes. We have already begun to inform service users of our new **Eight Rules of Data Protection** policy. Our Manager is also ensuring that Irish Sign Language (ISL) users are provided with information in person through ISL. In addition, our new policy has been placed on notice boards in our Centre.

WHAT ARE OUR EIGHT RULES OF DATA PROTECTION?

1. Obtain and process the information fairly.
2. Keep it only for one or more specified and lawful purposes.
3. Process it only in ways compatible with the purposes for which it was given to you Initially.
4. Keep it safe and secure.
5. Keep it accurate and up-to-date.
6. Ensure that it is adequate, relevant and not excessive.
7. Retain it no longer than is necessary for the specified purpose or purposes.

NEW PROCEDURES AS A RESULT OF DATA PROTECTION.

As part of these new policy guidelines, KDRC has been reviewing all files held in our Centre. Any files that do not comply with the **Eight Rules of Data Protection** are being shredded.

In addition, we are also examining data held on our computers, tablets and mobile phones. Again, if deemed necessary, any data held not meeting these guidelines are also being deleted.

FOR MORE INFORMATION ON DATA PROTECTION.

If you would like more information on **Data Protection** for individuals and/or organisations, go to **www.dataprotection.ie**