

IRD DUHALLOW

DATA PROTECTION - FORM OF CONSENT

for Individuals on the Caseload

YOUR RECORDS

As "SICAP Programme Implementer, IRD Duhallow Ltd." receives funding from the Social Inclusion and Community Activation Programme we are required to collect information on the people we help. Some of the information we require is considered personal information and is mandatory in order to receive our support. Other information is considered sensitive information and you can choose to give that information or not. Definitions of what personal and sensitive information is follow later in this form.

Our funders are *North Cork LCDC and Cork County Local Authority*. When you receive support from us, we will create an electronic record in your name from the information you provide. This information will be stored on our computer database. We then use it to provide the best possible supports to you.

The information we record will be used only for the following purposes:

- [Seeing how we assisted you.
- [Making appointments on your behalf with other service providers.
- [Gathering facts and figures to help us plan and improve our services.
- [Analysing information about our clients for other organisations such as Pobal, our funders and Government Departments.

INFORMATION WE ARE REQUIRED TO COLLECT IN ORDER TO PROVIDE YOU WITH SUPPORT UNDER SICAP

For SICAP we are required to collect the following information from our clients when they sign up for supports with us;

- [Name, address, phone and email
- [Gender
- [Age band (e.g. 26-35) / Date of birth
- [Education status (e.g. Primary school, leaving cert etc.)
- [If referred to us, the referral agency or service
- [Employment status
- [Questions on any financial difficulties and level of household joblessness
- [Any target group(s) into which you fall (e.g. lone parent, unemployed etc.)

We also record when and how we helped you, for example putting you on a course, qualifications you have gained, agencies we have sent you to and any grants provided to you. All this information is stored on a computer database called IRIS which is operated by Pobal on our behalf.

We do **not** share any personal identifying information (such as name or address) with Pobal, our funders, the Department of the Environment, Communities and Local Government or any other public agencies and bodies except in circumstances where we need to refer you to other service providers and make appointments on your behalf with them. Your date of birth may be required in order for us to ascertain your eligibility for inclusion on the European Social Fund Youth Employment Initiative which has a defined eligibility requirement of the client being aged 15-24 on the date of registration.

We will have to contact you from time to time to see how you are getting on if you are participating in one of our programmes or if you have been referred by us to another agency/programme. The purpose of this is to capture the outcomes of the supports that you have received and assist us in monitoring our work. Again, no personal identifying information will be shared with Pobal, our funders, the Department or any other public agencies and bodies.

WHAT IS PERSONAL DATA?

Personal data is data which can be used to identify you. This may include your name, date of birth, address, telephone number etc.

WHAT IS A DATA CONTROLLER?

A Data Controller is someone who is responsible for your data and who must make sure that your data is processed according to the law. For example, they are responsible for making sure that the information held about you is accurate and that it is kept secure.

You have the right, given by the Data Protection Act of 1988 and 2003, to a copy of your personal information at any time. You can get this by contacting us.

For the purposes of the Data Protection Act, (IRD Duhallow) is the Data Controller.

CAN I WITHHOLD MY CONSENT?

Yes you can. We will not record your information unless you provide your consent for us to do so. However we will not be in a position to support you further without your consent if you are to be registered for our service as some information is required for us to be able to support you. You can withhold your consent to give us information indicated as sensitive information and we can still support you.

PERMISSION TO STORE YOUR DATA

We are required by law to ask for your permission to record your details and the details of our supports to you. These details may contain your personal and sensitive data. Paper copies of your data may also be stored securely by the us.

- Yes - I give my consent to the (*IRD Duhallow*) recording personal information about me
- No – I do not give my consent to the (*IRD Duhallow*) recording personal information about me

Name:		
Signature:		Date:

PERMISSION TO SHARE YOUR DATA WITH OTHER LOCAL SERVICE PROVIDERS

Everything you tell us will be treated confidentially, however we may suggest that you go to another organisation for advice or support because they will be better able to help you with all or part of your needs. We are able to refer you to them and help get you an appointment. Ideally we would also give them the information you have given us with your permission.

If you give consent below, you are agreeing that we may:

- refer you to other local service providers;
- make appointments with other advice providers on your behalf;
- share your personal information with other service providers so that they have initial information about you and your possible needs

Yes - I give my consent to IRD Duhallow sharing my personal information with other local service providers for the purposes of efficient appointments and referrals to help me with my needs.

No - I do not give my consent to *IRD Duhallow* sharing my personal information with other local service providers for the purposes of efficient appointments and referrals to help me with my needs.

Name:		
Signature:		Date:

SENSITIVE DATA

WHAT IS SENSITIVE DATA?

Sensitive data is information related to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

Over and above the information we are required to gather from you in order to offer you supports under SICAP, there are some additional questions that we will ask to which responses are VOLUNTARY. These questions are ONLY to be completed if you as our client expressly agrees to same. If you do not agree then these section can be left uncompleted and supports can still be provided by the Programme Implementer.

These questions relate to Disability, Ethnic/Cultural Background, Nationality and any Discrimination you may have experienced in the past. The reason these questions are asked is to provide data on the extent to which members of different groups are receiving supports under the programme and to help track equality of access to its supports.

DECLARATION

The Programme Implementer has explained to me the reasons why additional voluntary sensitive information is asked for in relation to Disability, Ethnic/Cultural Background, my Nationality and Discrimination I may have experienced. I understand that I do not have to answer any or all of the questions in relation to these specific areas. If I choose to provide such information I am aware that this information is being utilised only for research and programme evaluation and for the purpose of improving the SICAP programme.

Disability	
<input type="checkbox"/> Yes, I am happy to indicate if I have a disability	<input type="checkbox"/> No, I do not wish to indicate if I have a disability
Ethnic/Cultural background	
<input type="checkbox"/> Yes, I am happy to be provide details of my Ethnic/Cultural background	<input type="checkbox"/> No, I do not wish to provide details of my Ethnic/Cultural background

Nationality	
<input type="checkbox"/> Yes, I am happy to provide details of my nationality	<input type="checkbox"/> No, I do not wish to disclose details of my nationality
Discrimination in accessing /participating in mainstream services	
<input type="checkbox"/> Yes, I am happy to answer questions in relation to any discrimination	<input type="checkbox"/> No, I do not wish to answer any questions in relation to any discrimination

- Yes – I give my consent to (*IRD Duhallow Ltd.*) recording sensitive personal information about me where I have indicated YES above
- No – I do not give my consent to (*IRD Duhallow Ltd.*) recording sensitive personal information about me where I have indicated NO above

Name:		
Signature:		Date:

FUTURE CONTACT FOR PROGRAMME SURVEYS/EVALUATIONS

For the purposes of capturing feedback and/or conducting a programme evaluation, Pobal and/or agents of the Department of the Environment, Community & Local Government may, in future, wish to make contact with those who have received supports under the programme. Participants will be chosen randomly for this purpose.

Please indicate below whether or not you are happy to be contacted directly by Pobal or external programme evaluators for this purpose (to participate in an evaluation/short survey) in future. If you indicate willingness to be contacted, your contact details will be provided to Pobal.

Future Contact for Programme Surveys/Evaluation	
<input type="checkbox"/> Yes, I am happy to be contacted in the event of a future survey/evaluation of SICAP by Pobal and/or agents of the Dept	<input type="checkbox"/> No, I do not wish to be contacted in relation to any future survey/evaluation of SICAP by Pobal and/or agents of the Dept

Name:		
Signature:		Date:

Witnessed by: _____
(Programme Implementer employee)

IRD Duhallow
DATA PROTECTION - FORM OF CONSENT
Personal Information (non caseload)

YOUR RECORDS

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Our funders are (*North Cork LCDC and Cork County Local Authority*). When you receive support from us, we will create an electronic record in your name from the information you provide. This information will be stored on our computer database. We then use it to provide the best possible supports to you.

The information we record will be used only for the following purposes:

- [Seeing how we assisted you and the group you belong to.
- [Gathering facts and figures to help us plan and improve our services.
- [Analysing information about our clients for other organisations such as Pobal, our funders and Government Departments.

INFORMATION WE ARE REQUIRED TO COLLECT IN ORDER TO PROVIDE YOU WITH SUPPORT UNDER SICAP

For SICAP we are required to collect the following information from our clients when they sign up for supports with us;

- [Name, address, phone and email
- [Name of the community group/network or organisation you represent
- [Which target group the organisation/group you represent falls within e.g. lone parents, the unemployed etc.

We also record how we helped you, for example putting you on a course, qualifications you have gained, agencies we have sent you to and any grants provided to you, etc. All this information is stored on a computer database which is operated by Pobal on our behalf.

We do **not** share any personal identifying information with Pobal, our funders, the Department of the Environment, Communities and Local Government, or any other public agencies and bodies.

By signing this form you confirm that you understand how we will record and use your information electronically on our database.

You have the right, given by the Data Protection Act of 1988 and 2003, to a copy of your personal information at any time. You can get this by contacting us.

DECLARATION

I have read and understand the above statement and consent to the use and disclosure of data and information as outlined above.

Name: _____

Date: _____

Witnessed by: _____
(Programme Implementer employee)

FUTURE CONTACT FOR PROGRAMME SURVEYS/EVALUATIONS

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Future Contact for Programme Surveys/Evaluation	
<input type="checkbox"/> Yes, I am happy to be contacted in the event of a future survey/evaluation of the SICAP by Pobal and/or agents of the Dept	<input type="checkbox"/> No, I do not wish to be contacted in relation to any future survey/evaluation of the SICAP by Pobal and/or agents of the Dept