



SICAP Data Privacy Notice for Individuals

1. Lawful basis

The Joint Controllers (Department of Rural and Community Development, ESF Managing Authority, your Local Community Development Committee) rely on what is called **Public Task** as the lawful basis which stems from the legislation implementing the Employment, Inclusion, Skills, and Training (EIST) Programme 2021-2027.

2. What Personal Data will be collected and how will it be processed?

SICAP requires us to collect only that information which is necessary to determine your eligibility for the programme, help us provide suitable supports to meet your needs and to demonstrate that we are engaging with the wide range of people SICAP aims to support. Some of the information is personal data such as your name and address, your phone number, gender and date of birth (Sections 1-2). We need this in order to be able to contact you, to map your address to a geographic area (using Autoaddress) and to comply with our funders reporting requirements. The information collected in Sections 3-5 enables us to determine your eligibility for SICAP. It also helps us to understand what groups of people are receiving SICAP supports and to adapt our services to try and engage with a wider range of people. Section 5—Special Category Data asks you for personal information that is especially sensitive. For this reason the data privacy laws require us to ask for your consent to record and process this type of data. Providing this information is purely voluntary but, it may impact your eligibility if not provided. If you do give your consent, you can change your mind at any time and we will stop any further use.

We collect your Personal Data through completion of this registration form. We also record when and how we helped you during your engagement with SICAP, for example if you went on a course or received a grant. We store the signed registration form and all information collected is recorded on the SICAP computer database (IRIS). A proportion of this data is then shared with the ESF Managing Authority, via their Ireland's European Funds Administration System (IEFAS), to meet European data collection and auditing rules.

You will also get the opportunity to agree a Personal Plan or fill out the My Journey: Distance Travelled Tool. This tool will help you to better understand your personal and professional skills and to think about aspects of your life you would like to improve. If you repeat this tool a few times it will show any changes you may have made in these areas. The information (with personal details removed) may be used to improve programme delivery. Filling out the tool is voluntary. You can withdraw your permission for the use of your personal data from My Journey at any time.

3. How and why we use your Personal Data

The information we record about you is used to:

- see if the programme is right for you i.e. you are eligible for the programme.
- check that our services are reaching people from all backgrounds.
- identify and inform you of the best possible supports tailored to your needs.
- keep track of the services we provide to you and see if they have helped you.
- share your name and contact details with other service providers (e.g. ETB, Citizen Information Centre, Local Area Employment Service), with your permission so we can make referrals and appointments on your behalf.
- produce statistics to help us plan our services and assist our funders in providing a better national service.
- comply with our funders monitoring, reporting and audit requirements.

5. Disclosure of your Personal Data

The Data Controllers undertake to maintain your Personal Data in secure conditions with appropriate



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technical and organisational measures to protect it from unauthorised access or use. The Personal Data held on your IRIS record, and on IEFAS, will be disclosed to relevant staff of the Data Controllers, Pobal

and your Local Development Company on a need-to know basis. All staff are made aware of the procedures they must follow to ensure your Personal Data is appropriately protected. Your name and contact details may be shared with other service providers if you have agreed to us making a referral or appointment on your behalf. Some of your Personal Data may be reviewed from time to time as part of a programme audit and for the monitoring, reporting and evaluating of SICAP.

6. Future contact

Pobal, research bodies and/or agents of the Department (DRCD) may contact people who have registered with SICAP to get feedback about their experiences and to help them to evaluate SICAP. Only participants who have agreed will be contacted. If you agree to be contacted, your contact details will be given to Pobal, research bodies and/or agents of the Department. You can change your mind at any time and you will not be contacted.

7. How long we will keep your Personal Data

The information you share with us is stored confidentially in your SICAP participant file and on the IRIS online computer database, and on IEFAS, for seven years from the end of the programme.

8. Changes to this policy

The Department keeps this privacy policy under regular review and places any updates the SICAP page of the Pobal website (www.pobal.ie). This privacy policy was last updated on **26th January 2024**.

9. Your rights

Under data protection law, you have certain rights in relation to your personal data: the right to be informed; the right of access; the right to rectification; the right to erasure (the right to be forgotten is not absolute); the right to restrict processing; the right to data portability; the right to object; rights in relation of automated decision making and profiling.

If you have any questions on the processing of your personal data or wish to exercise any of your data rights such as withdrawal of your consent please contact us or the Data Protection Officers for Pobal or one of the Data Controllers named below.

<p>IRD Duhallow, James O'Keeffe Institute, Newmarket, Co. Cork</p>	<p>Email: duhallow@irdduhallow.com Telephone: 029-60633</p>
<p>Pobal Data Protection Officer Ormond Building 31-36 Upper Ormond Quay Dublin 7, D07 N5YH</p> <p>Email: dataprotection@pobal.ie</p>	<p>Department of Rural and Community Development Data Protection Officer Trinity Point 10-11 Leinster Street South Dublin 2, D02 EF85</p> <p>Email: dataprotectionunit@drcd.gov.ie</p> <p>ESF Managing Authority Data Compliance & Support Section Department of Education Cornamaddy, Athlone, Co. Westmeath N37 X659</p> <p>Email: dpo@dfheris.gov.ie esfdata@dfheris.gov.ie</p>

You also have the right to make a complaint to the Data Protection Commissioners if, having raised a concern with Pobal or one of the joint Controllers, you still believe your personal data has been processed contrary to the legislation. Their contact details are given below and their website explains fully your rights.

<p>Data Protection Commission 21 Fitzwilliam Square South Dublin 2, D02 RD28</p>	<p>Email: dpo@dataprotection.ie Telephone: 01 7650100 / 1800437 737 Website: www.dataprotection.ie</p>
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