

General Data Protection Regulation (GDPR) Policy

Policy statement

Kerry First Aid Ltd. t/a Cork First Aid collects and uses data for a variety of purposes regarding its staff, sub-contractors, clients, patients and other individuals who pass through the company. The General Data Protection Regulation (GDPR) was brought into force in Ireland in May 2018 by way of the Data Protection Act 2018, replacing previous acts. The new European regulation aims to standardise the data protection laws and processing across the EU; affording individuals stronger, more consistent rights to access and control their personal information.

Purpose

The purpose of this policy is to ensure an open and consistent approach to the GDPR regulations and to ensure that Kerry First Aid Ltd complies with its legal and moral obligations to safe guard all personal data.

Responsibilities under the GDPR Policy

Kerry First Aid Ltd. t/a Cork First Aid have certain responsibilities in relation to the information that is kept on computer, cloud storage or in a structured manual file about individuals. Kerry First Aid Ltd will:

- Obtain and process the information fairly
- Keep it only for one or more specified and lawful purposes
- Process it only in ways compatible with the purposes for which it was given to you initially
- Keep it safe and secure
- Keep it accurate and up to date
- Retain it no longer than is necessary for the specified purpose or purposes
- Give a copy of his/her personal data to any individual, on request
- Ensure all staff members are provided with this policy.

Responsibility

- Kerry First Aid Ltd. t/a Cork First Aid has overall responsibility for ensuring compliance with the General Data Protection Regulation. However, all employees and sub-contractors who collect or control information and the use of personal data are also responsible for compliance with GDPR.
- Kerry First Aid Ltd. t/a Cork First Aid will provide support, assistance, advice and training to all staff and sub-contractors to ensure it is able to comply with GDPR.
- It will be the responsibility of the director to develop and encourage good data handling practice within the organisation.

- While Kerry First Aid Ltd. t/a Cork First Aid is the Data Controller under the GDPR Policy and is therefore ultimately responsible, for the implementation to handle day-to-day matters.
- All staff, Instructors and sub-contractors will adhere to the highest standards of GDPR.
- Kerry First Aid Ltd. t/a Cork First Aid will insure to always adhere to the GDPR policy when handling data.
- Company Director, John Doogan, will act as the organisations Data Protection Officer.

Breach in GDPR

In the event of a breach in GDPR, Kerry First Aid Ltd. t/a Cork First Aid will notify the Data Protection Commission, using the online 'Breach Notification Form'

- Kerry First Aid Ltd. t/a Cork First Aid will determine the risk level of the breach in accordance with the Data Protection Commission guidelines.
- Where a breach is likely to result in a high risk to the affected individuals, Kerry First Aid Ltd will also inform those individuals without undue delay.
- Kerry First Aid Ltd. t/a Cork First Aid will then complete a thorough internal investigation, including any disciplinary proceedings or further trainings that are required.