

## **Seniors Alert Scheme (SAS) Privacy Policy (Organisations)**

Your privacy is important to us. Protecting your personal information is one of our highest priorities. Please read our Privacy Policy as it explains how your personal information will be collected and used by Pobal/SAS.

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### **1. Introduction**

At Pobal/SAS we know that you care how your personal information is used and we appreciate that you trust us to do that carefully and sensibly. This Policy is designed to help you understand how we collect and use your personal information. We want you to make informed decisions when using our websites and any features on them, including registration and participant application/returns completion. This Policy applies to all pages on our sites and any areas which require registration.

### **2. What information does Pobal/SAS collect about me?**

Personal information that we collect may include your organization's name, contact details (phone numbers, email addresses, fax numbers), tax reference numbers, bank details, organization and funding details.

### **3. How does Pobal/SAS collect and process my personal information?**

We process your information in the following way: We use details listed above in the registration process for the implementation of SAS Scheme and for payment of the administration fee to you.

### **4. What will Pobal/SAS do with my personal information?**

Pobal/SAS will share your organizations contact details with the Department of Housing, Planning, Community & Local Government and on the SAS online system for the Equipment suppliers as part of the normal operation of the scheme. Your name and funding details may be provided to the public on the Department of the Environment, Community and Local Government's website.

Your data will not be kept for longer than is necessary for the purpose for which it was collected and will be disposed of when it is no longer needed for the effective functioning of the scheme. The method of disposal will be appropriate to the sensitivity of the data, such as shredding in the case of manual data and reformatting or overwriting in the case of electronic data.

### **5. How does Pobal keep my personal information safe?**

We are firmly committed to safeguarding your confidentiality and protecting your personal information. Pobal/SAS has appropriate safeguards in place to ensure that personal data is only accessible to those who need access to it to carry out their functions. All data supplied in the registration process is stored on a secure portal. Controls that we use across our online infrastructure include:

- Robust and multi-layered security of servers and applications;
- Multiple layer of internal and external firewalls which protect our online environments;
- Regular reviews of our security practices and technology updates;
- Use of Secure Socket Layer (SSL) 128-bit encryption to protect the information you send or receive from our secure sites;

- Use of encrypted password log-no's to Pobal/SAS website to help safeguard against unauthorised access to your details.

In relation to any of your information kept in hard copy format; Pobal has standards in place protecting personal data from unauthorised access when in use and in storage and also to protect from inadvertent destruction, amendment or corruption. Personal manual data is kept securely in locked cabinets, locked rooms or rooms with limited or restricted access.

In addition, all Pobal/SAS staff members have received internal data protection training which ensures their knowledge of and compliance with Data Protection legislation. All data gathering, handling and storage is subject to the provisions contained in the overall Pobal Data Protection Policy available online at <https://www.pobal.ie/Publications/Documents/Data-Protection-Policy%20Pobal.pdf>

A hard copy of the Pobal Data Protection Policy can be requested by contacting Pobal at the address below.

All organizations and equipment suppliers will be required by Pobal to comply with the provisions of the Data Protection Acts 1988 and 2003 when collecting, handling and storing personal data which is made available through the delivery, management and administration of SAS Scheme.

## **6. Your right of access and rectification**

You are entitled to know the existence of and to review the information about yourself that has been gathered by Pobal/SAS. On making a written request and upon satisfactory verification of your identity, you are entitled to:

- (a) A copy of the data;
- (b) A description of the purposes for which it is held;
- (c) A description of those to whom the data may be disclosed; and
- (d) The source of the data unless this would be contrary to the public interest.

Please note that this right of access does not include a right to see personal data about another individual, without that other person's consent.

## **7. Changes to this SAS Privacy Policy**

We may update this Policy from time to time. We will always include the date of a new version so that you know when there has been a change.

## **8. Contacting Pobal/SAS**

If you have any questions about our Privacy Policy or the data we hold about you or wish to ensure that the data we hold about you is accurate and kept up to date, please do not hesitate to contact us at:

Data Protection Officer  
C/O Company Secretary  
Pobal  
Holbrook House  
Holes Street  
Dublin 2  
Tel: 01 5117500 or email us at [dpburke@pobal.ie](mailto:dpburke@pobal.ie)

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