



### **We collect data from you when you participate in our Programmes**

When you receive support from us, we will create both an electronic and paper record in your name from the information you provide. This information will be stored on our computer database, our funders databases and our locked filing cabinets.



### **How will we use this information:**

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.



### **What information do we collect?**

The following information we are required to collect in order for us to provide you with support under some or all of these programmes delivered by Louth LEADER Partnership Social Inclusion and Community Activation Programme, Local Employment Service Dundalk and Drogheda, Rural Development Programme, Tús, Job Club, Walks Scheme, The Genesis Programme

We are required to collect some or all of the following information from our clients and groups when they sign up for supports with us;

- Name, address, phone and email
- PPS
- 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
- Financial information
- 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 number of computer databases called IRIS, One View, LEADER IT which are operated by Pobal on our behalf. With Clients of the Local Employment Service and Job Club, their information is stored on BOMI, which is operated by the Department of Employment and Social Protection.



### We may want to contact you

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(s) or any other public agencies and bodies.



### Who do we share your information with?

Unless you have given us your written consent we do not share any personal identifying information (such as name or address) with Pobal, our funders, the Department(s) 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. The Department of Employment and Social Protection requires us to shared data though the BOMI system for Clients of the LES and Jobs Club.



### How can you access your data?

**You can access your data by emailing our data protection officer at [GDPR@louthleaderpartnership.ie](mailto:GDPR@louthleaderpartnership.ie) we will take no longer than 30 days to respond to your request.**

We retain your information securely in line with retention policies advised by our funders.

**You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing our data protection officer at: [GDPR@louthleaderpartnership.ie](mailto:GDPR@louthleaderpartnership.ie).**