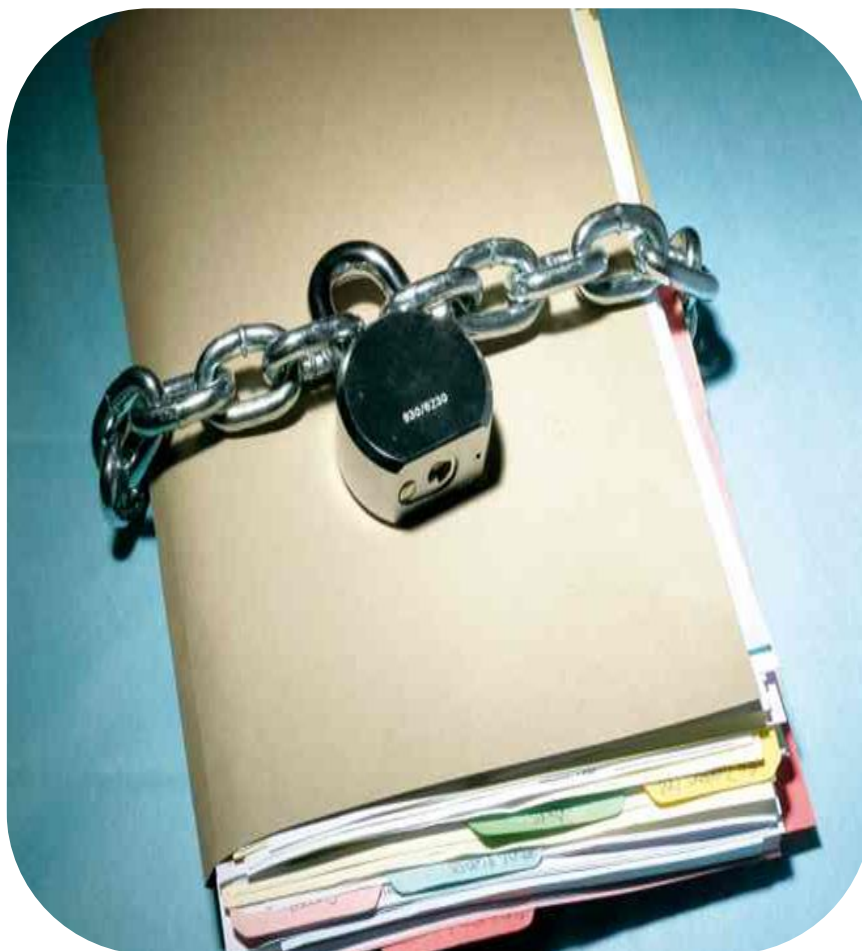




SOS Easy Read

Data Protection Policy 2018



What is Your Personal Data?

Your Name & Address

Miss S Pollard
1 Chapel Hill
Heswall
BOURNEMOUTH
BH1 1AA



Your File in SOS



Your File in your Doctors Or Hospital



Your Bank or Credit Union account details



Making sure the offices are locked when not in use.



Making sure that your house or apartment is locked when no one is home.



Making sure staff lock the office when not in use.



Making sure that files are kept in a locked filing cabinet.



Making sure staff do not leave information about you in places where others can see it, on a desk or a photocopier.



CLEAN DESK

PHOTOCOPIER

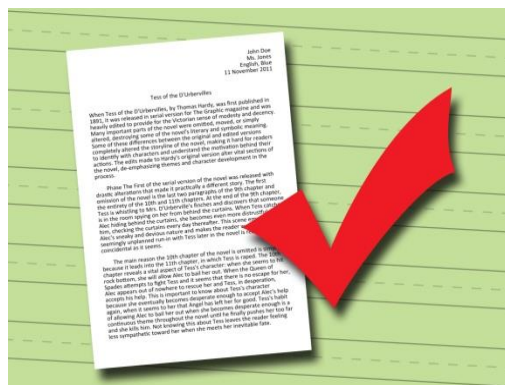


You have rights with regard to your Personal Information

You can see files where SOS holds your personal information.



You can see if the information is correct and have it changed if it is not.



You can see your information by filling in the forms on the SOS policy on Data Protection. A member of staff can help you do this.

SUBJECT ACCESS REQUEST FORM

Under the General Data Protection Regulation, you are entitled as a data subject to obtain from SOS Kilkenny clg, confirmation as to whether we are processing personal data concerning you, as well as to request details about the purposes, categories and disclosure of such data.

You can use this form to request information about, and access to any personal data we hold about you. Details on where to return the completed form can be found at the end of the document.

1. Personal Details:

Data Subject's Name:	DOS:
Telephone No:	Email:

Data Subject's Address:

Are you currently Supported by SOS Kilkenny clg?

Are you currently Employed by SOS Kilkenny clg?

Are you a Family Member of someone currently supported by SOS Kilkenny clg?

Other - please identify your relationship with SOS Kilkenny clg:

Volunteer _____

Supplier _____

Retired Employee _____

Agency Staff _____

Consultant _____

Contractor _____

Student Placement _____

Board Member _____


Other please specify: _____

2. Specific Details of the Information Requested:


SOS has a policy to deal with lost or stolen Personal information. It is called a Data Breach Policy



SOS Kilkenny clg



Data Protection Breach Management Policy

Developed By: <small>1. Denis - 1.0/01/14 English - 1.0/01/14 English - 1.0/01/14</small>	Authorised By: Mr Francis Coughlin Chief Executive Officer	Date: 01/06/2018
Policy Number: 070a Version Number: 1	Approved By: 	1-5-18

Document Review History			
Review Date	Reviewed By	New Revision Date	Approved By
01/05/2018			

Document Change History		
Change to Document	Date	Reason for Change

I _____
[Service User Signature]

Have had the SOS Policy Data Protection read & explained to me by my Staff / Key worker,

[Staff Signature]

Date: