



Origins Foster Care Privacy Policy

At Origins Foster Care we respect the privacy of all those who come into contact with us as an organisation. As a foster care agency Origins Foster Care receives and stores information pertaining to individuals that is personal to them. We collect personal information in the process of creating a list of suitable people to care for children who cannot live with their own families and are under the supervision of the State. All information collected on foster carers will be clear and concise and evidence based. Foster carers will have access to read and review the information held on them by Origins Foster Care. Anyone reading this privacy statement should do so carefully and contact the Agency with any questions or concerns about our privacy practices.

Origins Foster Care Ltd is based at 19 Magennis Place, Pearse Street, Dublin 2. The contact telephone number is 01 9079196. The data controller representative is Mieke Ryan. They can be contacted at 01 9079196.

What we collect

We may collect the following information:

- Name
- Job title
- Contact information including email address
- Demographic information such as postcode, preferences and interests; and
- Other information, subject to it being demonstrated as being of relevance to the exercise.

Purposes for which we will use your personal information

Origins Foster Care Ltd set out below a description of the ways we plan to use your personal information:

- To register your enquiry and interest to become a foster carer, and arrange a response to you.
- To manage the application process with you as you progress through that application process.
- To deliver relevant website content and to administer the agency website.
- To improve our user relationships and experiences.

We will only use your personal information for the purposes for which we collected it.

If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

How we use your personal information

We will only use your personal information when the law allows us to.

- Where we need to take steps to enter a potential contract with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

We may process your personal information for more than one lawful ground depending on the specific purpose for which we are using your information.

Where it is necessary for our legitimate interests to use your personal information, we have listed below what our legitimate interests are:

- Tracking your progress of an applicant making an enquiry to becoming an approved Foster Carer.
- Maintaining internal records as per standard requirement.
- Understanding how best to develop the foster care services we provide.

You will receive communications from us as part of your enquiry. You can opt out of receiving these at any time by contacting Origins Foster Care Ltd.

Disclosures of your personal information

We may need to share your personal information with certain parties for the purposes set out above. We have listed those third parties as follows:

- IT and system administration services as well as reporting activities.
- Service providers who support our website or supply IT and system administration services.
- Regulators, An Garda Siochana, government bodies or to otherwise comply with the law.

We require all third party service providers and other entities in the group to respect the security of your personal information and to treat it in accordance with the law. We permit third parties to process your personal information for specified purposes and in accordance with our instructions.

Information security

Origins Foster Care Ltd is a new Agency but we are putting in place measures:

- to protect data against accidental loss
- to prevent unauthorised access, use, destruction or disclosure
- to ensure business continuity and disaster recovery
- to restrict access to personal information
- to conduct privacy impact assessments in accordance with the law
- to train staff and contractors on data security
- to manage third party risks, through use of contracts and security reviews

For clarity we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We will notify you and any applicable regulator of a breach where we are legally required to do so.

Retention of your personal information

Unless we notify you otherwise in writing, we will hold your personal information based on the following criteria:

- For as long as is reasonable, such as progressing your application to becoming an approved Foster Carer.
- Retention periods in line with legal and regulatory requirements or guidance.

Your rights in connection with personal information

We have detailed below a list of the rights that you have under data protection laws. They do not apply in all circumstances and we will explain in writing whether or not they do, at the time you wish to exercise any of these rights.

- The right to **be informed** about the processing of your personal information.
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**.
- The right to **object** to processing of your personal information.
- The right to **restrict processing** of your personal information.
- The right to **have your personal information erased**

- The right to **request access** to your personal information and to obtain information about how we process it.
- The right to **request the transfer of your personal information to another party**

If you wish to exercise any of these rights, please email us at admin@originsfostercare.ie or phone 01 9079196 or write to Origins Foster Care Ltd, Magennis Place, Pearse Street, Dublin 2.

You also have the right to make a complaint at any time to the Data Protection Commissioner, the supervisory authority for data protection issues in Ireland (www.dataprotection.ie). We would like an opportunity to deal with your concerns before you approach the Commissioner so please contact us in the first instance.

Origins Foster Care use of cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual.

We may use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies.

Origins Foster Care Links to other websites

Origins Foster Care Ltd website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy notice.