

## Privacy Statement

Engaging Dementia processes personal information to administer and conduct its training and other service related activities. The following Privacy Information is being provided to you as outlined in the General Data Protection Regulation (GDPR). This document is intended to inform you of how any personal information you give us will be used, by whom and for what purpose.

### Contact Details

If you require any information regarding Data Protection and how your data is processed by Engaging Dementia, please contact us at:

- Tel: 01 2608138
- Email: [admin@engagingdementia.ie](mailto:admin@engagingdementia.ie)
- Post: Data Protection Controller, Engaging Dementia, St Mary's Centre, 201 Merrion Road, Dublin 4.

### What information is held by Engaging Dementia?

The information held by us may include:

- Data to identify you, including your contact information. This may include your place of employment, job title, email address, contact telephone number, postal address. This information may have been given to us by you, or by someone on your behalf.
- A history of your communications and training history with Engaging Dementia

### Who is the Data Controller for my data?

Engaging Dementia is the Controller of your Personal Data held by Engaging Dementia.

### What is the purpose of processing my Personal Data?

Engaging Dementia processes personal information to administer and conduct its activities. This includes training courses, conferences and workshops, products and creative arts event.

We may also keep you informed of Engaging Dementia news, activities and events if you consent to this.

### Will anyone else receive a copy of my Personal Data?

Your Personal Data can only be accessed by Engaging Dementia administration and data processors acting on Engaging Dementia's behalf under contract. We have taken steps to ensure any data held with third-party data processor companies are carefully managed with appropriate technical and organisational controls to ensure the security and integrity of data in place in accordance with GDPR obligations.

### How long will your Personal Data be stored for?

In its capacity as Data Controller, Engaging Dementia complies with legislation and relevant regulatory rules. It ensures that no data will be kept for any longer than is necessary to satisfy the specified purposes, as per the GDPR and other relevant legislation. Engaging Dementia has identified an

appropriate data retention period for personal data based on the specific purpose for which it was originally required or provided.

In exceptional circumstances Engaging Dementia may retain Personal Data after the specified period if Engaging Dementia decides that it is strictly necessary to do so where legal obligations arise, for the establishment, exercise or defence of legal claims or otherwise in accordance with the Data Protection Commissioner guidelines.

### **How can I obtain a copy of the Personal Data held by Engaging Dementia?**

You have the right to request a copy of all of your Personal Data held by Engaging Dementia, and can do so by contacting Engaging Dementia at: [admin@engagingdementia.ie](mailto:admin@engagingdementia.ie). This information will be provided to you within one month.

### **What are my privacy rights relating to my Personal Data?**

In accordance with GDPR, you have the right to have your Personal Data updated, amended, or deleted if you so wish. You have the right to object to your Personal Data being processed and to withdraw your consent to processing. You can do so by contacting Engaging Dementia, as outlined above.

### **Where can I get further information?**

Further information regarding your rights can be obtained through the Office of the Data Protection Commissioner, Canal House, Station Road, Portarlington, Co. Laois, or on the website [www.dataprotection.ie](http://www.dataprotection.ie)

### **How do I make a complaint or report a breach?**

Should you wish to make a complaint or report a possible breach in relation to your Personal Data, you can do so by emailing the Office of the Data Protection Commissioner at [info@dataprotection.ie](mailto:info@dataprotection.ie)

Engaging Dementia, St Mary's Centre, 201 Merrion Road, Dublin 4

Tel: 01 260 8138 Web: [www.engagingdementia.ie](http://www.engagingdementia.ie) Email [admin@engagingdementia.ie](mailto:admin@engagingdementia.ie)

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