

Privacy Statement

Engaging Dementia processes personal data 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 how any personal data given to 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
- Post: Mounttown Community Facility, Meadowlands, Fitzgerald Park, Lower Mounttown Road, Dun Laoghaire, Co Dublin, A96 KR65

What information is held by Engaging Dementia?

When you visit our website, our web server collects some basic information such as your internet service provider's domain name, which pages you accessed on our site, and when. We use this information only to analyse the use of our website to help guide improvements. We do not collect any personally identifiable information.

If you register for a course or event, or if you sign up to receive our newsletter, we will collect data from you like your name and email address. This information will be held by Engaging Dementia and stored securely and will not be shared with third parties.

By registering with Engaging Dementia for these reasons, you consent to this use of your name and email address. Engaging Dementia will not use this personal data for any other purpose

The personal data held 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 data to administer and conduct its activities. This includes training courses, conferences and workshops, resources 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. This data 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, Portarlinton, Co. Laois, or on the website 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 contacting the Office of the Data Protection Commissioner at [Data Protection Commission, Canal House, Station Road, Portarlinton, R32 AP23, Co. Laois](#) or by telephone on +353 57 8684800 or +353 (0)761 104 800 or Lo Call 1890 252 231 or email at info@dataprotection.ie.

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Tel: 01 260 8138 Web: www.engagingdementia.ie Email admin@engagingdementia.ie

Engaging Dementia is a registered charity (CHY 11839). Charity No. 20033439