



## **Privacy Statement for Shine Recovery Fund applicants**

### **Data protection and your rights**

Shine is a mental health organisation that aims to empower people with mental ill health and their families through support, information and education. Our vision is of an Ireland where all those affected by mental ill health have the right to recovery and the opportunity to achieve the best quality of life.

Your privacy is important to us and we encourage you to read this statement. It outlines your rights under the current Data Protection Regulation.

### **Commitment to Personal Data Protection**

As a Shine Recovery Fund applicant, you provide personal and sensitive information about yourself to Shine. We are committed to having safeguards in place in keeping with current Data Protection Regulations. This applies to all data collected and processed, whether it is collected on paper, stored in a computer database or recorded on other media.

### **What information does Shine process and how do we collect it?**

As part of the application process, Shine will collect information about you in the following ways:

1. Your contact information and any additional information you choose to provide on initial contact, through either the application form, email or phone.
2. The information about yourself and your personal experiences that you provide in your application form.

### **What do we use the personal information you provide, for?**

We use the information you provide to:

- Process your application
- Correspond with you regarding your application.
- To assess whether or not you qualify for funding and meet the relevant criteria set out in the application

## **Your consent**

You will be asked to give your consent to allow Shine to process your information as outlined in this document as part of a signed agreement.

- Your personal information will not be shared with a third party without your explicit consent.
- You can withdraw your consent at any time during the process.
- You have the right to have access to your information and amend, correct or erase it if it is incorrect or if you feel it is being used unfairly.

## **Who can access your data?**

Only authorised staff involved in the selection process have access to your personal information.

## **Do we disclose applicant information to any third parties?**

Shine will not disclose personal information to any third party without your consent.

## **How long do we keep your information for?**

- Application forms will be kept no longer than 12 months following first point of contact.

## **Right of Access**

Shine will supply you with a copy of your personal data on request. To obtain a copy you should write to: The Data Protection Co-ordinator, Shine, DOC, Block B, Maynooth Business Campus, Straffan Road, Maynooth, Co Kildare, W23W5X7.

## **Authentic Identity**

It is your responsibility to ensure that your personal information is correct and authentic. Submissions and applications that are incorrect or incomplete may not be processed.

**Data Controller:** Shine

**Data Processors:** Shine

**Software processors:** Microsoft Office 365