



Data Sharing Agreement

with Northside Partnership (NSP)

	Office Use (Only)
ID	
Prog.	
Staff	

Welcome to Northside Partnership

We are a not-for-profit organisation and we work with individuals, groups, families and businesses to bring about positive change in your life as well as that of our local community.

We look forward to working with you and hope you take the opportunity to avail of the many supports and services we have to offer.

This is an important document which outlines the range of services available to you.

Most of our services are provided with the support of Irish Government funding. Depending upon the service or supports you take part in, we may be required to share your data with other Government Departments or funders. A full outline of the services and supports we offer, and their data sharing requirements are outlined on page 2 in the **Northside Partnership Services, Data Sharing Guide**.

We ask that you fully read this Guide and confirm you understand our data sharing obligations by completing page 3 of this form.

To provide our services we need to get to know you and gather some information (data) about your current circumstances. In doing so we will commit to work with you in a way that values your skills, capabilities and goals

Types of Information we collect

When you register with us we will collect some **Personal information** such as your name and contact details. We may also ask for some additional or **Sensitive information** which may include your ethnic or cultural background or if you have a disability. This information helps us to tailor our services to meet your needs.

Why we collect your information

- To make sure you are eligible for the service and that we are the right service for you to meet your goals
- To make a plan and to understand your goals/aspirations and challenges.
- To work with you in creating a progression plan and track the activities to completion.
- To research 'what works well' which helps improve our services to better meet what the community sees as important.

Why this agreement is necessary

- To set out the details of the information that we collect, how we process it and who we share it with.
- To explain your rights under data protection law in relation to our processing of your data.
- To acquire your consent/agreement in order to process your personal data (*which may include some sensitive data regarding your background and current circumstances*).

Your Information and how we process it

- We store your information on paper forms and on various databases. Paper records are locked in filing cabinets when not in use and our databases are secured using the latest technology available in accordance with the Data Protection Law.
- Our policy operates on the principle that we keep your personal data for no longer than is necessary and only for the purpose for which we collected it. It is also kept in accordance with any contract obligations that our funders requires us to apply.
- We may share your data with other service providers. This will only be done with your prior agreement (*e.g. contacting a potential employer or making an appointment with another service*).

Your Rights

Under the Data Protection Law you have the right to withdraw from this agreement and/or request a copy of your information at any time. You can also have your information amended and your file permanently deleted.

****Note:** the rights of children to be protected from harm overrides all considerations of confidentiality in line with the Children First Act, 2015



Rialtas na hÉireann
Government of Ireland



Cóiríocht na hÉireann
Co-funded by the
European Union



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 - 2027.

Northside Partnership Services, Data Sharing Guide

Depending upon which service/services you avail, we may be obliged to share your data with our funders. This is to help funders assess how our services are performing as well as to assist our funders in conducting audits. Your data may also be subject to an internal audit conducted by NSP staff as part of our internal quality assurance and compliance processes. The Northside Partnership Services, Data Sharing Guide (see below) outlines our data sharing obligations to our funders. When you register to participate in any of these programmes or supports we will only share your information with the relevant funder as outlined in the Data Sharing Guide.

If you have any questions on this please do not hesitate to ask any member of our registration team or your case officer.

Social Inclusion Community Activation Programme (SICAP)

The Social Inclusion Community Activation Programme (SICAP) funds our work in **Education, Enterprise (Start your own business supports and Back to Work Enterprise supports), STEPs, Support Planning, Money Made Sense, Labour Inclusion Programme and Young Community Leaders**. If you participate in SICAP, Pobal, the Dublin City Local and Community Development Committee, the Department of Rural and Community Development and the European Social Fund (ESF) may use anonymised information to assess the performance of the SICAP Programme. They may also request a copy of your paper or digital file for audit purposes. By registering with SICAP your data may also be viewed by our SICAP Partners, SpeedPak and Doras Bui, who co-deliver SICAP in the area with us. If you participate in the Labour Inclusion Programme the City of Dublin Education Training Board (CDETb) may also require reasonable access to programme records, for the purpose of monitoring and evaluating the programme. If you participate in Young Community Leaders your information will be passed onto Foróige and University of Galway for the purposes of registration for Level 6 Award in Youth Leadership and Community Action.

We will provide you with the SiCAP Privacy Statement which is also available on our website.

Local Area Employment Services (LAES) and Tús Community Work Placement

If you take part in the **Local Area Employment Services or the Tús Community Work Placement** programme the Department of Social Protection may use this information to monitor your engagement with the job-seeking process. The Department may also request access to files for audit and verification purpose.

Preparing for Life (PFL)

This means **Home Visiting, Baby Massage, Antenatal Education, Parenting Programs (Triple P or Circle of Security), PEEPS Program (Parent and Baby group), Breastfeeding Support and Strengthening Foundations for Learning**. If engaged with PFL, Tusla may use anonymised information to assess the performance of PFL.

Preparing for Life (Play Therapy)

If engaged with Play Therapy, the HSE may use anonymised information to assess the performance of the service.

Health Programmes

We provide a range of supports under contract to the Health Service Executive. These include **Healthy Food Made Easy, Smoking Cessation** and the **We Can Quit** programmes. The Department of Health/HSE may use this information to monitor your engagement and may request access to files for audit and verification purposes.

Healthy Communities

Healthy Communities Programmes within NSP include Social Prescribing and, Healthy Food Made Easy and We Can Quit and Community Health programmes run under Sláintecare. If you agree to take part in these programmes your data will be shared with the HSE for programme planning and evaluation purposes and the HSE may contact you at a later date in regard to the further evaluation of these programmes. For the programmes listed above we will request to record some medical details.

Empowering Communities

If you participate in Empowering Communities programme, Pobal, The Dublin City Local and Community Development Committee, the Department of Rural and Community Development may use anonymised information to assess the performance of the programme. They may also request a copy of your paper or digital file for audit purposes.

Skills for Work

If you participate in Skills for Work, your data may be shared with employers or another internal services in Northside Partnership

Our Agreement *(To be completed by you)*

☐ By ticking this box I confirm I am over 18

Having read this Data Sharing Agreement I _____ **(print name)** understand that Northside Partnership will respect my privacy and will only collect, store and share my information for the specific purposes as outlined and to support my participation in the services offered.

- I understand that I must give my consent below but can withdraw from this agreement at any time.
- I understand that the information provide by me will not be disclosed otherwise than in accordance with the law or as outlined in the Northside Partnership Services, Data Sharing Guide.
- I understand that in completing this agreement Northside Partnership, or their funders, may contact me to get feedback on the services or supports that I received.
- I understand that I can learn more about my rights by asking staff or by visiting: <https://www.northsidepartnership.ie/home/data-protection-policy/>

Your Consents

Please tick each box to permit NSP to begin working with you

- ☐ *I give my consent for NSP to record my personal data.
- ☐ *I give my consent for NSP to record my sensitive data.
- ☐ *I give my consent for NSP to record and share my data with funders *(as outlined on Page 2)*.
- ☐ **(Optional)** I give my consent for NSP to record and share my Personal Public Services Number (PPSN) *with funders for long-term tracking of your outcomes.*

Please Enter The Information NSP Requires

Print Name (IN BLOCKS CAPITALS)		PPS Number (Optional)
Your Home Address		District/Area/Town
Eircode (If known)	Mobile (Phone) No	Email

Gender ☐ Male ☐ Female ☐ Other

Security Questions | Help us verify who you are when we communicate with you

Date of Birth	Mother's maiden name	School Attended

Your Signature

Please sign here	Today's Date
Parent/Guardian Signature (if under 18)	