



Privacy Statement for NIMC Reference Group 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 a more compassionate Ireland where those affected by mental illness and stigma are supported and included in all aspects of society.

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 NIMC reference group 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 this process 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 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 the 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 Officer, 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