

Privacy Notice

The Continuous Professional Development web application used by the Healthcare Chaplaincy Board was developed in 2016 by Verdi Media Ltd.

The Healthcare Chaplaincy Board is committed to keeping your information private. We understand that your privacy and the security of your information are very important to you.

The purpose of this Website Privacy Statement is to outline how we deal with the privacy of the users of this website and any personal data you provide to us while visiting this website. Please read the terms of this Privacy Statement carefully since by visiting this website, you will be deemed to have accepted the terms of this Privacy Statement.

What Information do we collect and how do we do it?

We collect personal information from you when you register as a user on the system and also each time you log your CPD hours. We collect the following personal information and we refer to this as "personal information" throughout this notice:

Registration

- First name
- Last name
- Phone number
- Member ID
- Email Address
- Primary location
- Year of certification

Logging Hours

- Activity Date
- Activity Category
- Hours Completed
- Activity Description
- Date and time of last login

We use your Personal Information to

1. Identify you when you login so we can ensure no unauthorised access to the system.
2. Track which hours have been recorded for each person and each activity in any given period.
3. To contact you if there is any issue with your account or the data you have input.

Legal Basis for Processing

Contract: From the beginning of 2018, healthcare chaplains have been required to record their Continuous Professional Development hours online via the CPD web application. Your information is recorded to ensure that chaplains are completing the agreed number of CPD hours for each category.

How long do we hold your Personal Information?

The personal information you record at the time of registration is retained for as long as you are a registered Healthcare Chaplain. This information will be retained for no more than one year from the date on which you cease to be a member. Any CPD hours you have logged in the system will also be removed within the same time frame.

In cases where you continue to be a member, your information relating to CPD hours will be retained for up to four years. E.g. Any CPD information logged at any point in 2018 will be removed from the system no later than 31 Dec 2021. The reason for retaining your information for this length of time is so that we can compare data from different years to identify trends in how information is being recorded.

How will we change this Privacy Notice?

We may update our privacy notice from time to time. Any changes we make to our privacy notice in the future will be posted on the <https://cpd.catholicbishops.ie/> website and, where appropriate, notified to you by email.

What choices and rights do you have in relation to your personal information?

You may contact us using the contact details provided below to request that we

- a. confirm whether your personal information is being processed;
- b. provide you with further details about how we process your personal information;
- c. provide you with a copy of any personal information which we hold about you;

How can you contact us?

Paul Kieran
Verdi Media
33 Smyth's Villas
York Road
Dun Laoghaire
Co Dublin