



# ST BRIGID'S INFORMATION & TRACING SERVICE

Aylward House, Holy Faith Convent, Glasnevin, D11YEF1. Tel: +353 1 8520300 | Email: [info@sbits.ie](mailto:info@sbits.ie)

## DATA PROTECTION PRIVACY NOTICE

### PURPOSE:

Accredited by the Adoption Authority of Ireland, St Brigid's Information and Tracing Service began operations early in 2017.

It provides a professional, free and confidential service to anyone associated with the former St Brigid's adoption and fostering agency, formerly located in the Coombe, Dublin 8; Iona Road, Dublin 11; Eccles Street, Dublin 7.

The service is provided from Aylward House, Holy Faith Convent, Glasnevin, Dublin 11.

Our contact details are: Telephone: +353 (0)1 8520300 | Email: [info@sbits.ie](mailto:info@sbits.ie)

### PRIVACY:

The service is fully private, personal and confidential, delivered by qualified Social Workers accredited and working to CORU standards.

### PERSONAL DATA:

The service holds the registers and files compiled from 1857 onwards by St Brigid's Orphanage and St Brigid's adoption and fostering agency. These files contain sensitive and personal details of subjects including family, health, fostering and/or adoption information.

These records are processed solely for the purpose of delivering an information and tracing service to subjects.

### TRANSFERS:

We may from time-to-time transfer information to The Adoption Authority of Ireland for the purpose of statutory audit or confidential enquiries.

No information is transferred outside of the State or European Union.

### RETENTION:

We will retain and preserve all the personal data and records held until the closure of the service on 30<sup>th</sup> November 2021. At that time all data and records will be transferred to The Adoption Authority of Ireland for long term retention and access.

### RIGHTS OF SUBJECTS:

As provided under the Data Protection Act 2018, Subjects have the right of access and correction to their data on application to the society, provided they provide proof of identity.