

## PRIVACY POLICY

This privacy policy is in line with the General Data Protection Regulation set out by the European Union, and comes into effect on May 25 2018. Saoirse Sheridan is the data controller of Elder Home Share. She may be contacted at [elderhomeshare@gmail.com](mailto:elderhomeshare@gmail.com) or on +353-87-1385628 in the case of any request or complaint.

### **Information Elder Home Share collects from you:**

If you sign up as a potential client of Elder Home Share as a home share companion the personal information collected on the online application provided by you on the website is kept indefinitely until you request it to be deleted. For family's seeking a companion if your data is inactive for a year we will reach out to you and it will be deleted from the database at your request. This information is retained for the matching purpose's of home owner and companion and can be deleted upon request by emailing [elderhomeshare@gmail.com](mailto:elderhomeshare@gmail.com) and requesting your data be deleted.

For previous and existing family's seeking a home share companion personal details such as next of kin email address, home owners address, and contact phone numbers along with personality traits and current health as outlined in the application online are provided by next of kin seeking a companion for the home owner. This data is retained in case clients wish to further engage with the services offered by Elder Home Share. An annual email is sent to the client database offering complete removal of data.

For previous and existing companions, personal details such as email address, living address, phone number, personality traits are provided by the home share companion and are retained until you request them to be deleted you will receive regular emails giving you this option. Personal materials such as written pieces, photographs, reference details and copies of identification are retained for the duration of your home share match and one year after it ends unless you as it to be deleted. Request of data removal may be made at any time and all emails sent to the database of potential companions contain an offer of complete data removal.

Personal materials such as written pieces (Testimonials) and photos provided by you for the website and social media purposed with you consent may be shared on the website or with potential subcontractors, with permission, for the purpose of marketing and advertising to increase the development of the business. Sensitive personal materials submitted for the vetting process such as passports and bank statements are not shared.

When you visit the Elder Home Share website, browser data such as IP address is collected anonymously from you by Google Analytics in order to improve the site and customer service. This data is not used to identify individuals and will be automatically deleted 14 months after collection.

**What happens if your data is lost or stolen?**

Elder Home Share undertakes to report all significant data breaches to the Data Protection Commissioner within 72 hours of the breach occurring, unless the personal data breach is unlikely to result in a risk to your rights and freedoms as an individual. Elder Home Share also undertakes to document the facts relating to the breach, its effect, and any remedial action undertaken. If the personal data breach is likely to result in a high risk to your rights and freedoms, Saoirse Sheridan shall communicate this breach to you without undue delay.

**Where your information is kept**

Hardcopies of the information collected by Elder Home Share is kept in Ireland, under direct of Saoirse Sheridan. Electronic contributions are stored online within Google Drive, Office365 and Sign Request.

**How long is it kept?**

Elder Home Share stores information provided by you until deletion is requested once you are no longer engaged with the business Homeowner. Homeowners' sensitive data is deleted within 1 year of cessation of engagement, unless otherwise requested.

**Is it used by third parties?**

Your data will be securely kept and only shared with consent and when necessary. Homeshare companion data is consensually shared with the family of prospective matches. Testimonials and photographs may be shared with social media and subcontractors for marketing purposes, with your permission. Vetting information is only utilised for its specific purpose.

**Getting access to your data**

If you would like a copy of your data, please contact [elderhomeshare@gmail.com](mailto:elderhomeshare@gmail.com) and we will be happy to provide you a copy of your personal data.

**The legal basis for using your data**