

## GOVERNANCE

A Little Lifetime Foundation is managed according to best practice in health care service delivery for the efficient and effective management of services and in keeping with statutory policies and standards.

**Purpose** The purpose of this policy is to ensure that the management structures, systems, policies and procedures lead to the service and support being managed in an efficient and effective manner from the Board of Directors to frontline service delivery.

**Responsibilities** The Board of Directors have a responsibility to review, monitor and evaluate the service on a continual basis to ensure continuous quality improvement according to this policy.

**The Board of Directors**

The charity is governed by a voluntary Board. The key role of the Board of Directors is to provide efficient and effective leadership for the charity within a framework of practical controls. The Board performs a dual role: Providing strategic direction to the Service and volunteer teams, administration teams and staff based on an understanding of the internal operating environment and the wider external service needed.

**Strategic Function**

The Board governs the volunteer teams, administration teams and staff through a system of monitoring through its Board agenda, sub-committee work and performance management system. The Board reviews, approves and monitors the implementation of strategic and service plans for Service on a regular basis.

Sub-committee structures are often put in place to deliver on the strategic objectives of the Service. These committees report to the Board. Stakeholder input and involvement is key to the charity progressing in a manner that meets the needs of the parents and families we support.

## PRIVACY

**Privacy Statement** A Little Lifetime Foundation is committed to protecting the privacy of users of this website. We are aware that as a user of this website you care about the security and privacy of your information. In order to make a donation to A Little Lifetime Foundation or to become a Subscriber or to register to use our On-line Forum or use our Shop facility you will be asked for information when you register with us. We will require, your name, email address and country of residence to register you on the website. In addition, when you make a donation on the website or buy from the charity shop, we will also require your credit card number. The information received from you will only be disclosed to such third parties as may be necessary, in order to process your donation. By registering with us and by your use of the site and acceptance of the terms and conditions of use, you hereby authorise us to convey this information to suitable third parties with philanthropic, charitable and socially progressive aims. Any “personal data” submitted to ALLF via this website is held subject to the Data Protection Act 1988 and 2003 and the General Data Protection Regulations Act 2018. Where “personal data” is submitted this information is treated in strict confidence. We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us. Agents or contractors of A Little Lifetime Foundation who have access to information you give us in the course of providing services to us are required to keep that information confidential and are not permitted to use it for any purpose other than to carry out the services which they are performing for us. We endeavour to ensure the highest level of security as regards your credit card details, during your use of this site by using Realex software and Realex Vault which encrypts information which you have inputted. You should

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If you have given us information about yourself and would like copies of that information, or you would like us to correct any factual inaccuracies in that information, or if you would like that information deleted from our records, then please contact us at [info@alittlelifetime.ie](mailto:info@alittlelifetime.ie).

You can submit a Data Access Request. We will use reasonable efforts to supply, correct or delete information about you on our files. We are entitled to charge you a fee for supplying you with copies of information which we hold. If you choose to visit this site and use this site, your visit and use and any dispute arising therefrom in respect of privacy, is subject to this Privacy Statement and our Terms and Conditions of use including the limitations and the exclusions expressed and included therein. This Privacy Statement will be the subject of change and will be updated on our website.

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Approved and Adopted February 2022 by Board of A Little Lifetime Foundation