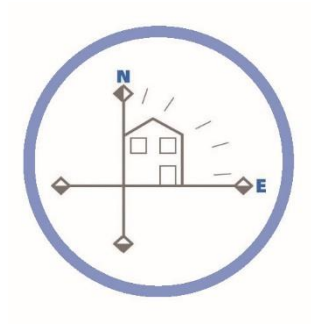


North & East Housing Association



General Data Protection Regulation (GDPR)

Outline to Tender Document

November 2017



North & East GDPR Outline to Tender Document

Background

North & East Housing Association Limited is a company limited by guarantee, not having a share capital, incorporated in Ireland on 14th January 1993 under the Companies Act 2014, registered number 107791.

It has been granted charitable status, for taxation purposes, by the Revenue Commissioners, charity number CHY 10970. All income is applied towards the promotion of the charitable objectives of the company.

North & East Housing Association (North & East) was established in 1992 by a small number of volunteers and has developed from a small-scale, mainly voluntary organisation into a well-established housing provider with a proven track record in the delivery of high-quality homes, comprehensive housing services and tenant supports. North & East currently has a housing stock of 455 units with a strategic plan in place to achieve a stock of 700 units by 2020. The Association currently has a staff of 13 working from 4 offices.

North & East believes that everyone has a right to a quality home within the community. We strive to achieve this objective by working in partnership with local authorities as well as community and voluntary organisations.

Mission: To provide quality homes and support communities.

Vision: Everyone is entitled to a quality home within the community. North & East will lead the way in providing quality homes & supporting communities.

Aim

North & East invites tenders from suitably qualified providers for the provision of a programme for the management of all activities relating to the preparation for, and achievement of compliance with, the General Data Protection Regulation (GDPR) which will apply from 25th May

Objectives

1. Audit & Assessment of records and record keeping practices of the Association against GDPR requirements to identify any weaknesses and enable us to achieve best practice in this area.
2. Develop Data Protection Policy for the Association
3. Development and delivery of training programme for staff.
4. Development of Workplan that will enable the Association to track and measure any improvements and identify any risk areas



North & East GDPR Outline to Tender Document

Project Background

Information is a strategic asset that requires high level oversight in order to be able to effectively use it for;

- Tenant management,
- organisational decision-making,
- performance improvement,
- cost management,
- risk mitigation.

This will be a living, growing and changing initiative. It should not turn into a box ticking exercise, and must be of value to:

Stakeholders - helping to ensure their information is safe and correct,

Staff - helping them with good information practices on a daily basis,

North & East Management - helping to provide consistent and reliable information on which to base future service planning.

Essential Criteria

The successful company/individuals must

- Have extensive previous experience in developing and rolling out Data Protection programmes preferably in the Housing and/or Not for Profit sector
- Be able to demonstrate both a sound knowledge of, and an understanding of, the business/service issues involved in implementing & managing Data Protection in light of the new GDPR
- Have a very good understanding of current & emerging practices, trends and standards in Data Protection and the changes required by the new GDPR.

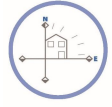
Tender Process

Tender Process

The final appointment will be made based on the quality of the approach taken, the experience/qualification of the consultant/s and price. Prior to a final decision some applicants may be invited to present their proposal to selection panel.

Expressions of Interest should include:

1. Qualifications/experience of principles proposed
2. Proposed timescale of programme
3. Proposed approach/key milestones
4. Price including rates per hour for any additional hours required



North & East GDPR Outline to Tender Document

Completed tenders should be returned to tender@neha.ie by Friday 8th December

Disclaimer

North & East Housing Association reserves the right to terminate this tendering process at any stage.