

# Privacy Policy

At Longford County Council we understand that the privacy and security of your personal information (data) are important to you.

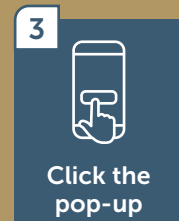
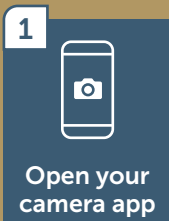


For information on how each Longford County Council service processes your personal data, see our **Service Privacy Notices**.



Scan to view  
**Service Privacy Notices**

## Need Help? How to scan a QR code



## This privacy policy outlines:

- our commitment to respecting and protecting your personal data, and
- how we process your personal data in line with data protection laws.

If you want more information on how we handle your personal data, you can contact our Data Protection and Information Compliance Officer.

### Data Protection and Information Compliance Officer

Contact options	Contact details
Phone	☎ 043 334 4207
Email	✉ dpo@longfordcoco.ie
Postal address	📍 Longford County Council, Great Water Street, Longford, N39 NH56

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## What is the purpose of this Privacy Policy?

Longford County Council is a data controller. A data controller is someone who collects and manages information. We process your personal data in a safe, secure and compliant way.

This Privacy Policy sets out how we process your personal data and your rights in relation to that data. Please read the policy carefully.

If you have any concerns or questions about how we look after your personal data or require this Privacy Policy in paper copy or an alternative format, please contact our Data Protection and Information Compliance Officer (contact details at the beginning of this document).

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## What is personal data?

**Personal data is anything that identifies and relates to a living person. The personal data that we may process includes basic personal information like:**

- Name
- Date of birth
- Address
- Phone number
- Email

**We may also process special category data. This includes personal data on:**

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data such as eye colour
- Health data
- Data about a person's sex life or sexual orientation

We may hold and use personal or special category data (such as health information), or both, about you as a customer or an employee of Longford County Council. We may also hold and use this data for other reasons, depending on the services you receive from us.

Data about a person's sex life or sexual orientation might be collected for reasons such as medical or public health, legal matters, social services and so on.



## What are your data protection rights?

You have the right to access the personal data we hold about you. You may correct any inaccurate personal data we hold about you.



### You can ask us to delete data

You can ask us to delete (take it off our systems) personal data we hold about you. You do not have the absolute right to have this done. It is limited to certain specific circumstances, for instance:

- Where processing is unlawful
- Where it is no longer necessary for us to hold the personal data to provide you with our services.

In some cases, you may have withdrawn your consent to the processing and there is no other legal ground for us to process your personal information. We do not have to delete your data if there is a different legal reason for us to process it. For example, if we are processing a parking fine.



### You can object

You can object to us processing your personal data. For example, if you did not want to receive direct marketing information about one of our initiatives you could object to us sending you this. However, the Council would still have the legal right to process things like parking fines. Please note that objecting to the Council processing your personal data may mean we can no longer provide you with the service that you require.



### You can ask for a copy of the information we hold about you

You can ask us to provide your personal data to you. We can give you information we hold about you on request in electronic or hardcopy format.



### You can ask us to restrict use

You can ask us to limit how we use your personal information. For example, you can ask us to remove personal data we have published on our website.



### You may withdraw consent

Where you have given us consent to process your personal data, you have the right to withdraw that consent at any time.



You may exercise any of the above rights by contacting our Data Protection and Information Compliance Officer (details at beginning of this document).

**You may lodge a complaint with the Data Protection Commission**

Contact options	Contact details
Lo Call Number	☎ 01 765 0100 or 1800 437 737
Website	✉ www.dataprotection.ie
Postal address	📍 Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28.

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## How do we collect your personal data?

**We collect your personal data when you correspond with us by:**

- Letter
- Phone
- Email
- Social media
- Other methods.

**We collect your personal data when you use our services both as a resident of and visitor to Longford. We collect your personal data when you:**

- Complete application forms to use our services
- Agree to receive information
- Use our website
- Apply for a job with us
- Are currently employed by us
- Supply us with goods and services.

**We may collect personal data from:**

- The electoral register on [www.checktheregister.ie](http://www.checktheregister.ie)
- CCTV and other forms of surveillance technologies.

**We collect your personal data from other public agencies, for example:**

- Uisce Éireann (formerly Irish Water)
- Revenue Commissioners
- Department of Social Protection.

We gather this information so we can deliver the services you need.

## What personal data do we process?

We have done our best to give you a list of all the personal data processed by Longford County Council in the relevant **Service Privacy Notices**. This is not a complete list, and we continue to monitor and update this Privacy Policy on a regular basis.

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## Who do we share your personal data with?

We share your information within departments of Longford County Council when we need to so we can provide our services.

We share your information with other public agencies during a national emergency like the Covid-19 pandemic.

We share your information with information technology (IT) service providers that either host or have access to our data while providing us with their service.

### We share your information with:

- Legal and professional advisors
- Regulatory bodies
- Outsourced service providers like cloud computing.

Cloud computing is when computer services, like data storage or software, are delivered over the internet – ‘the cloud’.

This is not a complete list and you can get more details on who we share your personal data with from our Data Protection and Information Compliance Officer (contact details at beginning of this document).

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## What does the law say about how we process your personal data?

### We may process your personal data in different situations. These include when:

- We need to do so to abide by (follow) the contract that you have agreed with us.
- You have given us consent to process it for one or more specified purposes, like stepping into a photograph or signing a consent form to be notified of events or funding programmes.
- We need to do so to comply with the law.
- For the purposes of our legitimate interests. For example, to keep information secure.
- To protect your vital interests, for example, disclosure (revealing) to a hospital an your medical history when your injury is life-threatening.
- We may also process your personal data if we need to:
  - carry out a task in the public interest, and
  - exercise our authority as set out in the Local Government Acts and other laws.

## How long do we keep your personal data for?

The length of time we keep your personal data depends on the type of information and why we need to use it.

### We will keep your personal data only for as long as we:

- need to do so to provide you with the service required and in line with the National Retention Policy of Local Authorities, and
- are allowed to keep it, for example, we keep housing files for tenants as long as they are tenants of Longford County Council.

For more information on how long your personal data is kept for, please see the National Records Retention Policy for Local Authority Records which can be found under the Data Protection section of Longford County Council's website.

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## Will we transfer your personal data outside the EU or the EEA?

We may transfer and store the data that we collect from you outside the European Economic Area (EEA). For example, some of our cloud-based [computer] service providers may hold data outside the EEA. We have put appropriate safeguards in place to protect your information. You may get a copy of those safeguards from our Data Protection and Information Compliance Officer (contact details at beginning of this document).

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## Does our Privacy Policy change?

Yes, we keep our Privacy Policy under regular review and we may amend it from time to time without notice. As a result, we encourage you to review this Privacy Policy regularly.

For further information on how each service with Longford County Council processes your personal data, please see our [Service Privacy Notices](#).



Scan to view  
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Notices**

### Need Help? How to scan a QR code

-   
Open your camera app
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Frame the QR code
-   
Click the pop-up