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<hr/> <i>Policy Prepared By</i> <hr/>	Data Protection & Information Compliance Officer
<hr/> <i>Policy Owner</i> <hr/>	Corporate Services
<hr/> <i>Consultation Process</i> <hr/>	Senior Executive Officer of Corporate Services Management Team
<hr/> <i>Policy Approved by & Date of Approval</i> <hr/>	Management Team 4 July 2023
<hr/> <i>Next Review Date</i> <hr/>	July 2025

Policy Revision History		
Version	Revision Details	Implementation Date
F0.1	Original	Oct 2020
F0.2	Reviewed by the Data Protection & Information Compliance Officer. Updates made to: <ul style="list-style-type: none"> ➤ Roles & responsibilities ➤ Policy Communication, Awareness & Training. ➤ Further Information 	May 2022
F0.3	Reviewed by the Data Protection & Information Compliance Officer. Updates made to: <ul style="list-style-type: none"> • Privacy Policy • Request extension of review period for 2 years 	July 2023

Purpose of this Policy

The purpose of this Policy document is to clearly identify how Longford County Council will facilitate Data Subjects in exercising their rights in relation to the processing of their Personal Data by the Council.

Scope

The scope of this document applies to all Longford County Council employees.

Applicability

This policy applies to all Personal Data within the meaning of the Data Protection Act 2018 held by Longford County Council both in physical and electronic format relating to Data Subjects.

Definitions

Data Subjects are individuals who are the subject of personal data for example members of the public, customers, suppliers, employees, and elected members.

Data Subject Access Request is a request received from a data subject for access to their personal data.

Personal Data is any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as name, an identification number, location data, online identifier or one or more

factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Processing is any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means such as collection, recording, organising, structuring, storage, adaption or alteration, retrieval, consultation on, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Processor is a natural or legal person, public authority, agency, or other body which processes personal data on behalf of the controller.

Data Controller means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purpose and means of the processing of personal data, where the purpose and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

Third Party means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor are authorised to process personal data i.e. Revenue Commission, An Garda Siochana , individuals authorised to represent the data subject.

Policy

It is the policy of Longford County Council to ensure that data subjects rights are fully respected and that data subjects who wish to exercise any of their rights are facilitated in so doing in a timely and comprehensive manner.

Data subjects' rights are as follows.

- The right to be Informed
- The right of Access
- The right to Rectification
- The right to Erasure (Right to be Forgotten)
- The right to Object to the processing of Personal Data
- The right of Restriction
- The right to Data Portability
- Rights in relation to Automated Decision Making, including Profiling.

Data Subjects Rights

The Right to be Informed

Data subjects have the right to be informed of the following upon collection of their personal data.

- The identity and contact details of the data controller which will be Longford County Council
- The contact details of the Data Protection & Information Compliance Officer
- The purpose for processing

- The legal basis for processing
- The categories of personal data held
- The recipients or categories of recipient of their personal data
- Recipients of their personal data in third countries (countries outside the EU member states) or international organisations
- The envisaged period for which the personal data shall be stored
- The data subjects' rights in relation to the processing of his/her personal data.

All this information is provided for in Longford County Council's [Privacy Policy](#). All employees shall refer data subjects to the Council's [Privacy Policy](#) at the point of obtaining/collecting personal data from Data Subjects.

All forms or application forms that collect personal data from data subjects are also required to refer the data subject to the Council's Individual [Service Privacy Policies](#) depending on the service which can be found on the website.

The Right of Access

Data Subjects have the right to access their personal data held by the Council along with the following explanatory information:

- Purpose of the processing
- List of each category of personal data held for example name, address, date of birth etc
- Recipients of the personal data (who the personal data is shared with both within the Council and outside the Council)
- Retention period
- Details of the data subjects' rights and how to exercise these rights
- Source of the personal data if not collected from the data subject (who the personal data is collected from)
- The existence of automated decision-making including profiling.

The Right to Rectify, Erase, Object and Restrict the processing of their personal data.

Data Subjects have the right to Rectification, Erasure, Objection and Restriction on the processing of their personal data and may exercise any of these rights if.

- The personal data is no longer necessary in relation to the purpose it was collected
- The data subject withdraws their consent (if our lawful basis for processing their personal data was based on their consent)
- The data subject's personal data was unlawfully processed
- It is required to comply with a legal obligation by the Council.

These Rights shall **not** apply where processing is necessary for.

- Exercising the right of freedom of expression and information for example planning observations/objections, elected members expense details
- Council's compliance with a legal obligation, the performance of a task carried out in the public interest or in the exercise of official authority
- Reasons of public interest in public health

- Archiving purposes in the public interest, scientific or historical research or statistical purposes
- Establishment, exercise, or defence of legal claims.

The Right to Data Portability

Data subjects have the right to Data Portability so that they can obtain their personal data from Longford County Council in a format that makes it easier to reuse and for them to transmit their data to another data controller of the data subjects choosing without hindrance.

Rights in relation to Automated Decision-making including Profiling

Data subjects have the right not be subject to a decision based solely on automated processing. Processing is automated where it is carried out without human intervention and where it produces legal effects or significantly affects the data subject. An example would be where a data subject applies for a loan and their application is declined through an automated decision-making process, this decline is then registered with the Central Credit Register and may have an effect on future loan applications by the data subject.

How the Council facilitates Data Subjects in Exercising their Rights

Data subjects who wish to exercise any of their rights as outlined above in relation to the Council's processing of their personal data should forward their request to the Council's Data Protection & Information Compliance Officer, Contact Details are set out hereunder

All data subjects' requests received by any employee of the Council should be forwarded to the Council's Data Protection & Information Compliance Officer,

Contact Details.

Council's Data Protection & Information Compliance Officer
Longford County Council
Great Water Street
Longford
N39 NH56
Telephone 043 3344207
Email dpo@longfordcoco.ie

Longford County Council will endeavor to process all data subjects' requests within 30 calendar days in line with statutory requirements under the Data Protection legislation.

In the event circumstances present that this timeframe cannot be achieved, an explanation shall be provided to the data subject outlining the reason for the delay and requesting an extension of time for a further duration of up to 2 months if the request is complex.

Longford County Council may, where necessary, take all reasonable steps to inform data processors, who are processing personal data on the Council's behalf, of the data subjects' request to exercise their rights. The data processor is also required to act on the data subject request in relation to the personal data they hold and process on behalf of the Council for the data subject. Therefore, it is essential that roles and responsibilities in this regard are outlined on all service level agreements or data processing agreements between Longford County Council and the Council's data processors.

Policy Communications, Awareness & Training

Longford County Council will ensure arrangements are in place for Policy communication, awareness, and delivery of training to employees.

Training will include.

- General Policy Communication and awareness training shall be delivered through Longford County Council's Metacompliance platform which is designed to provide an overview of policies, procedures, and best practices
- Specialised training and development for appropriate employees having regard to their role and responsibilities
- Mandatory Data Protection training for all employees

Associated Policies

Longford County Council has an approved Policy Framework in place to assist in ensuring it fulfils its obligations as provided for under Data Protection legislation.

This Policy should be read in conjunction with the Council's [Privacy Policy](#) and the following Council Data Protection Policies:

- [Personal Data Breach Policy](#)
- [Data Protection Policy](#)
- [Clean & Clear Desk Policy](#)
- [Representations Policy](#)

Responsibilities

Management Team

- Ensure Longford County Council have in place appropriate and approved organisational systems, policy framework, policies, and work practices to ensure processing of Personal Data in accordance with the Data Protection Principles.

Senior Officers

- Implement the requirements of this policy.
- Contribute to policy development and review as appropriate
- Co-operate fully with all measures being taken to address a request from data subject(s) to exercise their rights in relation to the processing of their personal data.
- Ensure an appropriate file management process is in place within your section to ensure all records are available and easily accessible upon receipt of a request.
- Upon receipt of a data subject request inform line managers in their section
- Ensure the Council's Data Protection & Information Compliance Officer is immediately informed on receipt of a data subject request
- Assign responsibility of the request to an appropriate employee on your team
- Assist and advise employees in their area of responsibility as necessary to ensure that the requirements of this policy are implemented.
- Ensure roles and responsibilities in regards the management of a data subject request are outlined on all service level agreements or data processing agreements between Longford County Council and the Data Processors used in your section

- Attend and participate in policy communication awareness and training through Metacompliance and formal training courses as required.

Line Managers

- Familiarise themselves with the requirements of this policy
- Co-operate fully with all organisational measures being taken to facilitate data subjects to exercise their data protection rights.
- Assist and advise employees in their area of responsibility in implementation of this policy
- Ensure that the requirements of this Policy are complied with by employees in their area of responsibility
- Ensure an appropriate file management process is in place within your section to ensure all records are available and easily accessible upon receipt of a request.
- Upon receipt of a Data Subject Request immediately inform the Council's Data Protection & Information Compliance Officer.
- Assist the employee assigned the request with resources necessary to ensure timely completion of the data subject request for their area.
- If required, request extension from the Data Protection & Information Compliance Officer if unable to meet the statutory deadline of 30 calendar days.
- Attend and participate in policy communication awareness and training through Metacompliance and formal training courses as required.
- Complete all Data Subject Request to exercise any of their rights in accordance with the associated Standard Operating Procedure "How to manage a Data Subject Request to exercise their rights" and ensure all forms/templates are complete. All these documents can be found under [Data Protection](#) on the Council's Intranet.

All Employees

- Familiarise yourself and comply with the requirements of this policy.
- Seek advice or guidance from your Line manager or the Data Protection & Information Compliance Officer
- Attend and participate in policy communication awareness and training through Metacompliance and formal training courses as required.
- Co-operate fully with all organisational measures being taken to process data subject requests
- Upon receipt of a data subject Request immediately inform your line manager and Longford County Council's Data Protection & Information Compliance Officer

Human Resources

- Make available a copy of this policy to new employees and provide induction training on policy requirements as part of the induction process.

Information Systems

- Ensure secure technical measures are in place on all Council laptops and organisational systems to protect Personal Data processed by the Council.
- Ensure technical security policies are in place and training provided with all who have access to council systems.

Data Protection & Information Compliance Officer

- Ensuring Longford County Council is compliant with Data Protection legislation
- Promoting a Data Protection culture across all levels of the organisation
- Planning of practical and effective methods both preventative and remedial, to promote work practices that comply with data protection requirements.
- Developing or revising as required, internal policies and procedures in relation to the protection of personal data
- Developing an appropriate data audit process
- Act as Longford County Council's contact person for the Data Protection Commission
- Acting as the point of contact for Data Subjects
- Preparing and delivering data protection training to employees
- Advising and monitoring all aspects of data privacy across the organisation

Confidentiality

Longford County Council take appropriate measures when processing personal data (physical and electronic). Personal data shall not be shared or disclosed to any persons who do not require access to the personal data.

Data Protection

Longford County Council is committed to respecting the privacy rights of individuals whose personal data the Council process in accordance with applicable law.

Internal Review

Employees have the right to request an internal review of actions and measures taken to implement this Policy within their area and can make their request to the Senior Executive Officer, Corporate Services.

Policy Review

This policy will be subject to review every two years from its implementation date or earlier if required.

Further Information

For further information or guidance on this Data Protection Policy please contact your Line Manager or the Council's Data Protection & Information Compliance Officer dpo@longfordcoco.ie

