Longford County Council’s Privacy Statement

Longford County Council is a data controller and is committed to protecting your privacy when you use our services. The Privacy Statement below explains how we use information about you and how we protect your privacy.

What is the purpose of this Privacy Statement?

The Council is committed to meeting all relevant Data Protection, privacy and security requirements, whether originating from legal, regulatory or contractual obligations and is committed to protecting the rights and privacy of individuals in accordance with current Data Protection legislation. This statement should be read in conjunction with the Data Protection Acts, and any amendments thereto or regulations made thereunder and the General Data Protection Regulation (GDPR).

This statement has been created to demonstrate the Council’s commitment that any personal data you may be required to supply will be processed in accordance with data protection principles, which state that personal data will be;

➢ Obtained lawfully, fairly and in a transparent manner
➢ Obtained for only specified, identified and legitimate purposes
➢ Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
➢ Adequate, relevant and limited to what is necessary for purpose for which it was obtained
➢ Personal data collected and processed must be accurate and (where necessary) kept up to-date.
➢ Kept only for as long as is necessary for the purposes for which it was obtained.
➢ Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.
➢ This statement shall not be interpreted or construed as giving any individual rights greater than those which such person would be entitled to under applicable law, regulation or other contracts or binding agreements.

How do we collect your personal data?

Longford Council creates, collects and processes a significant amount of personal data in various multiple formats daily. This data may be submitted by you through application forms or on our website or through correspondence with you. We may also obtain information about you from other sources such as government departments or other statutory bodies and from other third parties (including members of the public) and from public sources where required.
You may give us personal data by:

**Corresponding with us by letter, telephone, email, social media or otherwise.** We ask you to disclose only as much information as is necessary to provide you with our services or to submit a question/suggestion/comment in relation to our website or our services.

**Using our services both as a resident of, and visitor to Longford and by filling in application forms to avail of our services.** The type of information we collect includes your name; address; Eircode; land ownership; email address; phone number; proof of citizenship; employment details; family composition; parents/guardians/next of kin; income details; bank account details; details relating to dependents and children; PPSN; date of birth; place of birth; proof of identification and/or address; details of the services provided by us to you (e.g. housing provision/library services/planning permission, etc.); details of any outstanding liability due to us (e.g. NPPR charge, commercial rates, development charges etc.); details of criminal offences committed where we are responsible for enforcing these laws (i.e. dog control, litter, traffic and environmental offences); CCTV and webcam footage; photographic images taken at events (where you have been notified of this); photographic images of your car and/or motor tax details taken using traffic warden handheld units; and electoral register information.

We may also collect the following **Special Categories of Personal Data** where this is necessary and relevant to your application/request for specific services:

- Information relating to your racial or ethnic origin and
- Information concerning your health.

• **Opting to receive information** in relation to our organisation or our services, for example, by signing up at an event or at our offices. The type of information we may collect includes your name; address, telephone and email address.

• **Using our website.** For further information please see our Cookie Policy below.

• **Applying to work with us.** The type of information you may provide in your application form or cover letter include your name, address, email address and telephone number. Application forms may include information relevant to your employment history, for example referee, education (degrees obtained, places worked, positions held, relevant awards) and immigration status (to establish if you require a work permit). We ask that you do not disclose sensitive personal information (e.g. race/ethnic origin, religion, philosophical or political beliefs, financial data etc.) in your application. In order to make appropriate arrangements for you at interview stage, we also request details of any disability you may have which would necessitate any such arrangements.

• **Supplying us with goods or services.** Service providers and suppliers provide us with information which includes contact details; name, address; email; business address; telephone number; billing payment details; VAT number; Tax Clearance Certificates; insurance details and bank account details.
What type of personal data do we collect?

The types of personal data you may be asked to supply can be categorised as follows,

Contact details to allow for efficient communication

Details of your personal circumstances which you are required by law to supply as part of your application for a service offered by Longford Council

Your own financial details which you are required by law to supply as part of your application for a service offered by Longford Council

Contact Details

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate.

Details of Personal Circumstances

If you wish to apply for a particular service from the local authority you will be asked for a varying amount of personal details including financial specific to you and your family, in order to support your application.

Specific details of processing for each service will be set out in the respective application forms and privacy statements, which will set out the following information:

- The personal data which is required to be provided as part of your application and whether it includes any “special categories of data” such as data relating to your health;
- The purposes for which your personal data will be processed;
- The legal basis which enables Longford County Council to process your personal data;
- Details of other organisations with whom we may need to share your data;
- Details of how your personal data will be kept safe from unauthorised or unlawful processing; and
- Details of the period for which your personal data will be retained by Longford Council (or the criteria which we use to determine how long personal data needs to be retained).

Why do we collect your Personal Data?

Longford County Council will only process personal data based on any one of the following lawful basis set down by the Data Protection Acts:

- The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us as the controller by our statutory functions set out under the local Government Acts and various other statutory provisions;
- The processing is necessary to comply with a legal obligation to which we are subject to
• The processing is necessary for the performance of a contract which you have entered into with us or to take steps at your request prior to entering into a contract
• That you have provided consent for the processing for one or more specified purposes such as marketing.
• The processing is necessary in order to protect the vital interest of your or of another natural person.

How do we use your Personal Data?

Service Users/members of the public

• To fulfil our statutory functions and obligations as a local authority, as set out in various statutory provisions;
• To process your application in relation to, and/or to provide you with, any of our services pursuant to our statutory functions and obligations;
• To communicate efficiently and effectively with you as part of our relationship with you;
• To assist in the detection, prevention, investigation and prosecution of criminal offences and to help secure public order and safety in public places (through the use of CCTV);
• To enforce traffic laws (for example, through issuing tickets for pay parking and motor tax offences) and to enforce waste/litter pollution laws.
• To deliver information about our services, where you have subscribed to receive same;
• To investigate complaints received about our services;

Contractors/Consultants/Suppliers

• To set you/your company up as a supplier on our system
• To liaise with you about projects that we are undertaking with you
• To pay you and to collect payment from you

Candidates

• To create a candidate profile for you if you are a prospective employee or nominated for election and to communicate with you in relation to your application.

Web Users

• To administer and improve our website and for international operations, including troubleshooting, data analysis, research and statistical purposes;
• As part of our effort to keep our website safe & secure
Who do we share your Personal Data with?

When you provide personal data to one department within Longford Council, it may be shared with other departments within the Council as long as such internal sharing is relevant, proportionate and reasonably necessary for the performance of our statutory functions. Examples of when departments within Longford Council may share information with each other include:

- To facilitate the investigation and prosecution of regulatory breaches and offences e.g. the environment department may have information that would assist the planning department in prosecutions and applications for injunctive relief; and
- To enable the set-off of moneys due to the Council, against sums owed by the Council to that person, pursuant to section 7 of the Local Government (Financial Provisions) (No.2) Act 1983.

Longford Council may also share your information with other organisations where necessary and permitted or required by applicable law, including other public authorities and bodies. Personal data may also be shared with third party data processors responsible for supporting the Council’s operations.

We may share your personal data with selected third parties including suppliers and contractors in order to provide you with our services. For example, these suppliers may include our web hosting provider and our IT service providers.

In addition, we may disclose your personal information to third parties where we are under a duty to disclose or share your information in order to comply with any legal obligation (including an obligation to share information with other state bodies), or in order to enforce or apply our terms of use another agreements; or to protect our rights, property or safety of our service users or others. This includes exchanging information with other organisations for fraud protection and credit risk reduction.

In the unlikely event that we are required to transfer your data outside of the European Economic Area ("EEA") we will only do so where we can secure the transfer with appropriate safeguards and where we have a legal right to do so.

How Do We Use Cookies?

What is a cookie?

A cookie is a small text file that may be stored on your computer or mobile device that contains data related to a website you visit. It may allow a website “remember” your actions or preferences over a period, or it may contain data related to the function or delivery of the site.

Further information on cookies can be found at:

What are the different types of cookies?

A cookie can be classified by its lifespan and the domain to which it belongs. By lifespan, a cookie is either a:

- **session cookie** which is erased when the user closes the browser or
- **persistent cookie** which remains on the user's computer/device for a pre-defined period.
As for the domain to which it belongs, there are either:

- **first-party cookies** which are set by the owner of the website
- **third-party cookies** stored by a different party other than the owner of the website. This can happen when the webpage references a file, such as JavaScript, located outside its domain.

**What cookies does Longford County Council use on its website and why?**

We use cookies that are necessary to ensure basic functionality, like page navigation, on the website work. These cookies either expire after your session or last for a year.

Other cookies remember your preferred language, which again lasts for the duration of your session.

We also use Google Analytics cookies which help us understand how you use our website e.g. what device you used; how long your session was; what pages you visited. Some of these cookies last as long as your session, others expire after 2 years.

As part of our website we may embed content from third-parties. For example, we may embed video, audio, tweets and other content in our articles and pages. These third parties may set their own cookies on your device. We do not control which cookies are set by third parties or how the cookie information is used. This cookie information can only be accessed by the third-party who set it. These third parties have their own security, privacy and cookie policies. We advise you to review these separately.

**How can I manage cookies?**

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. You can access the “Help” function in your browser (we have provided links to the more popular browsers below) to find out more. However, please note if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

- [Google Chrome](#)
- [Internet Explorer](#)
- [Firefox](#)
- [Safari Apple](#)

**How Long Do We Hold Your Personal Data?**

We will retain your personal data only for as long as we require it for the performance of our functions, after which time it will be deleted by appropriate and secure methods.

The time periods for which we retain your information depends on the type of information and the purposes for which we use it.

For further information on the periods for which your personal data is kept, please see The National Retention Policy for Local Authority Records, click here [https://bit.ly/3awmZM2](https://bit.ly/3awmZM2)

Please note that this retention policy is currently under review.
What Are Your Rights

You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:

- The right to access the personal data that we hold about you, together with other information about our processing of that personal data;
- The right to require us to rectify any inaccuracies in your personal data; the right to require us to erase your personal data
- The right to request that we no longer process your personal data
- The right to object to our use of your personal data or the way in which we process it
- The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.

Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. If you would like to exercise any of these rights, please submit your request in writing to our Data Protection Officer outlining the specific details of the request:

Email: dpo@longfordcoco.ie Or Telephone: 0433343300

All valid requests will be processed without undue delay and in any event within one month of receipt of the request. This period may be extended by up to two further months where necessary.

What is the Role of the Data Protection Officer?

The Council has designated a Data Protection Officer (DPO) in accordance with requirements of the Data Protection legislation. Contact details are provided at the end of this document. The DPO’s role is:

- to inform and advise the Council and the employees who carry out processing of their obligations pursuant to the Data Protection legislation.
- to monitor compliance with the Data Protection legislation, regarding the policies of the Council in relation to the protection of personal data, including the assignment of responsibilities, awareness-raising and training of staff involved in processing operations, and the related audits;
- to cooperate with the supervisory authority - the Office of the Data Protection Commissioner;
- to act as the point of contact for the Office of the Data Protection Commissioner; on issues relating to processing, and to consult, where appropriate, with regard to any other matter.
- The Council is committed to carrying out all duties and functions as set out in the Acts and to adhere to guidelines issued by the Office of the Data Protection Commissioner.
You have the Right to Complaint to the Office of the Data Protection Commission

If you are not satisfied with the outcome of the response you receive from Longford Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commission who may investigate the matter for you.

The Data Protection Commission’s website is www.dataprotection.ie or you can contact their Office at:

Lo Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address: Data Protection Commission, Canal House, Station Road, Portarlington, Co. Laois. R32 AP23.

Changes to our privacy Statement

We keep our privacy statement under regular review and we will place any updates on this web page.

Governing Law and Jurisdiction

This privacy statement and all issues regarding this website are governed exclusively by Irish law and are subject to the exclusive jurisdiction of the Irish courts.

How to contact us

For any queries relating to the Longford Council Privacy Statement or Data Protection policies, please contact our designated Data Protection Officer.

Longford Council’s Data Protection Officer can be contacted by email dpo@longfordcoco.ie or by telephone 0433343300.