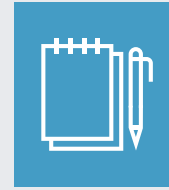


Data Protection

Privacy Statement

Doc Ref: DP-034
July 2020





What is the purpose of this privacy statement?

Longford County Council has created this privacy statement in order to demonstrate our firm commitment to your privacy and to assure you that in all your dealings with the Council we will endeavour to ensure the security of your Personal Data that you provide to us.

The Council have in place a designated Data Protection & Information Compliance Officer to inform and advise the Council and its employees of their obligations pursuant to the Data Protection legislation when processing your Personal Data.

The Council's Data Protection & Information Compliance Officer shall advise and assist on the development, implementation, monitoring and review of Data Protection Policies within the Council and promote and support organisational compliance with the Data Protection legislation across all Longford County Council's functional areas.



PRIVACY MATTERS TO US

Respect Privacy. Safeguard Data and Enable Trust.



What type of Personal Data do we collect?

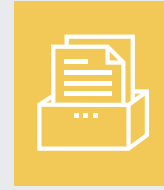
Longford County Council may process your Personal Data when you avail of any of our services. This type of Personal Data may include; name, address, contact details, financial data. For a full list of personal data that the Council collect please refer to Appendix 1. This list is reviewed and updated on an ongoing basis.

Longford County Council may process your Personal Data when you apply for a job within the council. We ask that you do not disclose sensitive Personal Data (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 may also request details of any disability you may have which would necessitate any such arrangements.

Longford County Council may process your Personal Data if you are a service provider and a supplier of the Council.

We may also collect Special Categories of Personal Data **ONLY** where it is necessary and relevant to your application/request for specific services. Please refer to Appendix 1 for a list of Special Category/Sensitive Data.

The Council may also process Personal Data and Special Category/Sensitive Data from members of the public when seeking assistance, support and advice during National Emergencies for example the COVID-19 pandemic. Any Personal Data collected will only be processed to ensure that all vulnerable members of our communities are appropriately supported during any such national emergencies.



How do we collect your Personal Data?

Longford County Council processes a significant amount of Personal Data in various multiple formats. This personal data may be submitted by you through application forms or on our website or through correspondence with you. We may also obtain Personal Data about you from other sources such as government departments or other statutory bodies and from third parties such as members of the public.

You may provide us with your Personal Data by some of the following means;

- Corresponding with us by letter, telephone, email, social media or otherwise
- Using our services both as a resident of, and visitor to Longford and by filling in application forms to avail of our services
- Opting to receive information
- Using our website (for further information please see Appendix 2 for information on our Cookies)
- Applying to work with us and being employed by us
- Supplying us with goods and services
- Electoral Register
- CCTV, Body Worn Camera and other forms of surveillance systems which may include Dashcams and Drones

We may obtain Personal Data from other public agencies/bodies sources for example Irish Water, Revenue Commissioners, Department of Employment Affairs and Social Protection. This is to enable the Council to deliver on a service that you wish to avail of.



Why do we process your Personal Data?

Longford County Council will only process your Personal Data based on any one of the following lawful bases provided for in the Data Protection Act 2018 and the General Data Protection Regulation;

- 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 Data 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
- 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 you or of another natural person.

Our legal bases for the processing of your Special Category Personal Data are;

- Subject to suitable and specific measures having been taken to safeguard your fundamental rights and freedoms, the processing is necessary for the performance of a function conferred on us under the Local Government Acts (as amended) and various other enactments, in accordance with Section 49 of the Data Protection Act 2018;
- The processing is necessary in order to protect the vital interests of you or of another natural person.

How do we process your Personal data?

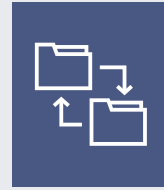
Longford County Council in delivering a wide range of services to meet the needs of the citizens, communities and businesses within the County of Longford are required to collect, process and use certain types of information about people and organisations.



The Council processes Personal Data in accordance with Data Protection Principles, these principles state that personal data shall be;

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only a specified, identified and a legitimate purpose
- Processed for only the purposes for which we have identified
- Adequate relevant and limited to what is necessary for purpose for which it was obtained.
- Collected and processed accurately and where necessary kept up to date.
- Kept only for as long as necessary for the purpose 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.

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.



How do we use your Personal Data?

Longford County Council use our Customers Personal Data;

- 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 & waste /litter pollution laws (for example, through issuing tickets for pay parking and motor tax offences and litter offence prosecutions 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;
- To provide assistance to the public during National Emergencies such as the COVID-19 pandemic.

Longford County Council use Contractors/Consultants/Suppliers Personal Data;

- 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

Longford County Council use Candidates Personal Data;

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

Longford County Council use Web Users Personal Data;

- To administer and improve our website including troubleshooting, data analysis, research and statistical purposes;
- As part of our effort to keep our website safe & secure



How long do we hold your Personal Data?

The time periods for which we retain your Personal Data depends on the type of Personal Data and the purposes for which we use it. We will keep your Personal Data for no longer than is required or permitted.

For further information on the periods for which your Personal Data is kept, please refer to the **National Retention Policy for Local Authority Records** which can be found on our website <http://www.longfordcoco.ie/longfordcoco/your-council/data-protection/policies/>

This national policy is currently under review and the Council will comply with any revisions on retention periods for Personal Data.

How do we protect your Personal Data?

To help protect your privacy, we take steps to verify your identity before granting access to your Personal Data. Your Personal Data that you provide to us will be securely protected by rigorous measures and procedures to make sure it cannot be seen, accessed by, or disclosed to anyone who should not be allowed to see it.

What are your Rights in relation to the processing of your Personal Data?

You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to the processing of your Personal Data by Longford County Council;

- The right to access the Personal Data that we hold about you, together with other information about the processing of your 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 Data Portability (which means personal data which you provided to us can be provided, in a structured, commonly used and machine-readable format and transmitted to another Data Controller upon your instruction)

All valid requests will be processed within one calendar month of receipt of the request. This period may be extended by up to two further months where necessary for example if the request involves a large volume of records to be collected, reviewed and copied.



Your Right to Complain to the Data Protection Commission

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

Contact details are as follows;

Data Protection Commission
Canal House
Station Road
Portarlinton
Co Laois
R32 AP23
Lo Call Number: 1890 252 231
Email: info@dataprotection.ie
Website: www.dataprotection.ie



Who do we share your Personal Data with?

When you provide your Personal Data to one section or department within Longford Council, it may be shared with other sections/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 Personal Data 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 County Council may also share your Personal Data with other organisations where necessary and permitted or required by applicable law, including other public authorities and bodies such as when making a payment to a supplier, we may verify your tax clearance details with the Revenue Commissioners.

Longford County Council may share your Personal Data with other public agencies during National Emergencies to protect the vital interest of the community for example such as the COVID-19 pandemic.

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 providers and our IT service providers.



Changes to our Privacy Statement

We will keep our privacy statement under regular review, and we will publish our current Privacy Statement on the Council website.

Governing Law and Jurisdiction

This privacy statement is governed exclusively by Irish law and are subject to the exclusive jurisdiction of the Irish courts.

Further Information

For further information on how Longford County Council process your Personal Data or if you wish to exercise any of your rights, please contact the Council's Data Protection & Information Compliance Officer

Longford County Council

Aras an Chontae

Great Water Street

Longford N39 NH56

Tel: 043 33 44207

Email: dpo@longfordcoco.ie

Appendix 1

List of Personal Data processed by Longford County Council

Type of Personal Data	When is this type of Personal Data Processed
Name	when you avail of the Council's services
Address	when you avail of the Council's services
Eircode	when you avail of the Council's services
Land Ownership	when you avail of the Council's services
Email Address	when you avail of the Council's services
Phone Number	when you avail of the Council's services
Proof of Citizenship	when you avail of the Council's services
Employment Details	when you avail of the Council's services
Family Composition	when you avail of the Council's services
Parents/Guardians/Next of Kin	when you avail of the Council's services
Income Details	when you avail of the Council's services
Bank Account Details	when you avail of the Council's services
Details relating to dependents and children	when you avail of the Council's services
PPSN	when you avail of the Council's services
Date of Birth	when you avail of the Council's services
Place of Birth	when you avail of the Council's services
Proof of Identification and Address	when you avail of the Council's services
Details of any outstanding Liabilities due to the Council	when you avail of the Council's services
Details of Criminal Offences	when you avail of the Council's services
Facial Images and Car registration	Through the operation of CCTV and other Surveillance technologies to assist with the detection, prevention, investigation and prosecution of criminal offences and to help secure the councils properties. To enforce traffic, litter and waste pollution laws.
Photographs	When attending Council events
IP Address	When you visit the Council's website

Appendix 1

List of Personal Data processed by Longford County Council

Type of Personal Data	When is this type of Personal Data Processed
Name	when you apply for a job within the Council
Address	when you apply for a job within the Council
Eircode	when you apply for a job within the Council
Telephone Number	when you apply for a job within the Council
Email Address	when you apply for a job within the Council
Employment history	when you apply for a job within the Council
Referee details	when you apply for a job within the Council
Educational/training details	when you apply for a job within the Council
Immigration	when you apply for a job within the Council
Drivers Licence details	when you apply for a job within the Council
Pension details	when you apply for a job within the Council
Voluntary Redundancy details	when you apply for a job within the Council

Type of Personal Data	When is this type of Personal Data Processed
Contact Details	if you are a service provider and a supplier of the Council
Name	if you are a service provider and a supplier of the Council
Address	if you are a service provider and a supplier of the Council
Email	if you are a service provider and a supplier of the Council
Business address	if you are a service provider and a supplier of the Council
Telephone number	if you are a service provider and a supplier of the Council
Billing payment details	if you are a service provider and a supplier of the Council
VAT number	if you are a service provider and a supplier of the Council
Tax Clearance Certificate	if you are a service provider and a supplier of the Council
Insurance details	if you are a service provider and a supplier of the Council
Bank Account details	if you are a service provider and a supplier of the Council

Appendix 1

List of Personal Data processed by Longford County Council

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

Personal Data revealing racial or ethnic origin
Personal Data revealing political opinions
Personal Data revealing religious or philosophical beliefs
Personal Data revealing trade union membership
Genetic Data
Biometric Data (applies to Longford County Council employees only)
Personal Data concerning health
Personal Data concerning a person's sex life
Personal Data concerning a person's sexual orientation

Appendix 2

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:
http://ec.europa.eu/ipg/basics/legal/cookies/index_en.htm

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 do 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



www.longfordcoco.ie