

Libraries, Archives and Heritage Privacy Notice



At Longford County Council Libraries, Archives and Heritage, we understand that the privacy and security of your personal information (data) are important to you. This privacy notice outlines how we process your personal data in line with data protection laws.

Please read this notice along with Longford County Council's main **Privacy Policy**.



Scan to view
Main Privacy Policy

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Open your camera app

2



Frame the QR code

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Click the pop-up

Libraries, Archives and Heritage Privacy Notice

Why does Libraries, Archives and Heritage process your personal data?

We process your personal data (information) to provide you with library and information services.

What personal data does Libraries, Archives and Heritage process?

We process the following personal data:

- Name
- Address
- Email address
- Date of birth
- Personal Public Services Number (PPSN)
- Financial details of sole traders, contractors or suppliers to arrange payment
- Phone number
- Political opinions
- Images from photographs taken at events or from security CCTV in Council buildings
- Photographic identification
- Family information
- Library membership card number
- Religious beliefs
- Trade union membership.



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

Here are the three situations where the law says we can use your personal data.

Situation	Example
You give us your consent to use your information	To enter competitions or to be added to a mailing list
To allow us to carry out a task in the public interest and or in our official duty as a local authority as allowed under Local Government legislation	An application to become a member of the library
In order to enter into a contract	When paying for supplies or services

Who will Libraries, Archives and Heritage share your personal data with?

We may share your personal data with the following, but only when necessary:

- › Department of Housing, Local Government and Heritage
- › Department of Tourism, Culture, Arts, Gaeltacht, Sports and Media
- › Digital Repository Ireland
- › Genealogists
- › Heritage Council
- › Historians
- › Researchers
- › Next of kin (typically when researching official archives)
- › Third-party service providers
- › Tusla, the Child and Family Agency.



Rialtas na hÉireann
Government of Ireland

If you need more details on how we handle your data in Libraries, Archives and Heritage, please:

Contact options	Contact details
Phone	☎ 043 334 4207
Email	✉ dpo@longfordcoco.ie