

# Corporate Services Privacy Notice






At Longford County Council Corporate Services, 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**

## Need Help? How to scan a QR code

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

# Corporate Services Privacy Notice

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## What does Corporate Services do?

Corporate Services looks after the following areas:

- Chief executive office
- Communications
- Corporate planning
- Customer services
- Data protection
- Electoral registration
- Elections
- Ethics
- Freedom of information
- Health and safety
- Meetings administration
- Official languages

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## Why does Corporate Services use your personal data?

We use your personal data (information) to help us:

- to provide the best possible service, and
- to run our organisation efficiently and in line with legislation.



# What personal data do Corporate Services use?

Here is a list of personal data that we use:

- Name
- Address and Eircode
- Date of birth
- Tax registration number
- Personal Public Services Number (PPSN)
- Phone number
- Email address
- Nationality
- Financial details
- Driving licence details
- Photographic identification
- Vehicle registration
- Employment history
- Profession or occupation
- Staff training records
- Health data
- Political opinions
- Possibly images from security CCTV in Council buildings
- Property ownership
- Asset ownership.

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

Here are the four situations where the law says we can use your personal data:

Situation	Example
You give us your consent to use your information	When you wish to be part of an email list
We are legally obliged to process your personal data	Under health and safety legislation
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	When we are updating the electoral register
To carry out a contract	When paying for supplies and services

## Who does Corporate Services share your personal data with?

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

- An Garda Síochána
- Auditors
- Contractors doing work on our behalf
- Council committees
- Council members
- Data Protection Commission
- Department of Social Protection
- Elected representatives
- Health and Safety Authority
- Institute of Public Administration
- Insurance representatives
- Legal representatives
- Local Government Management Agency
- Local government auditor
- National Irish Safety Organisation
- Occupational health consultants
- Office of the Commissioner for Environmental Information
- Office of the Information Commissioner
- Office of the Ombudsman
- Other government and public bodies
- Social media platforms, for example, when you have given consent for your photo to be shared on such platforms
- Training facilitators

[checktheregister.ie](https://www.checktheregister.ie)



Rialtas na hÉireann  
Government of Ireland



An tÚdarás Sláinte agus Sábháilteachta  
Health and Safety Authority



**LGMA**

An Ghníomhaireacht  
Bainistíochta Rialtais Áitiúil  
Local Government  
Management Agency



When needed, we may also share your information with third parties like IT service providers and graphic designers.

If you need more details on how Corporate Services use your personal data, please:

Contact options	Contact details
Phone	☎ 043 334 4207
Email	✉ <a href="mailto:dpo@longfordcoco.ie">dpo@longfordcoco.ie</a>