

Human Resources Privacy Notice

At Longford County Council Human Resources, 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

1



Open your camera app

2



Frame the QR code

3



Click the pop-up

Human Resources Privacy Notice

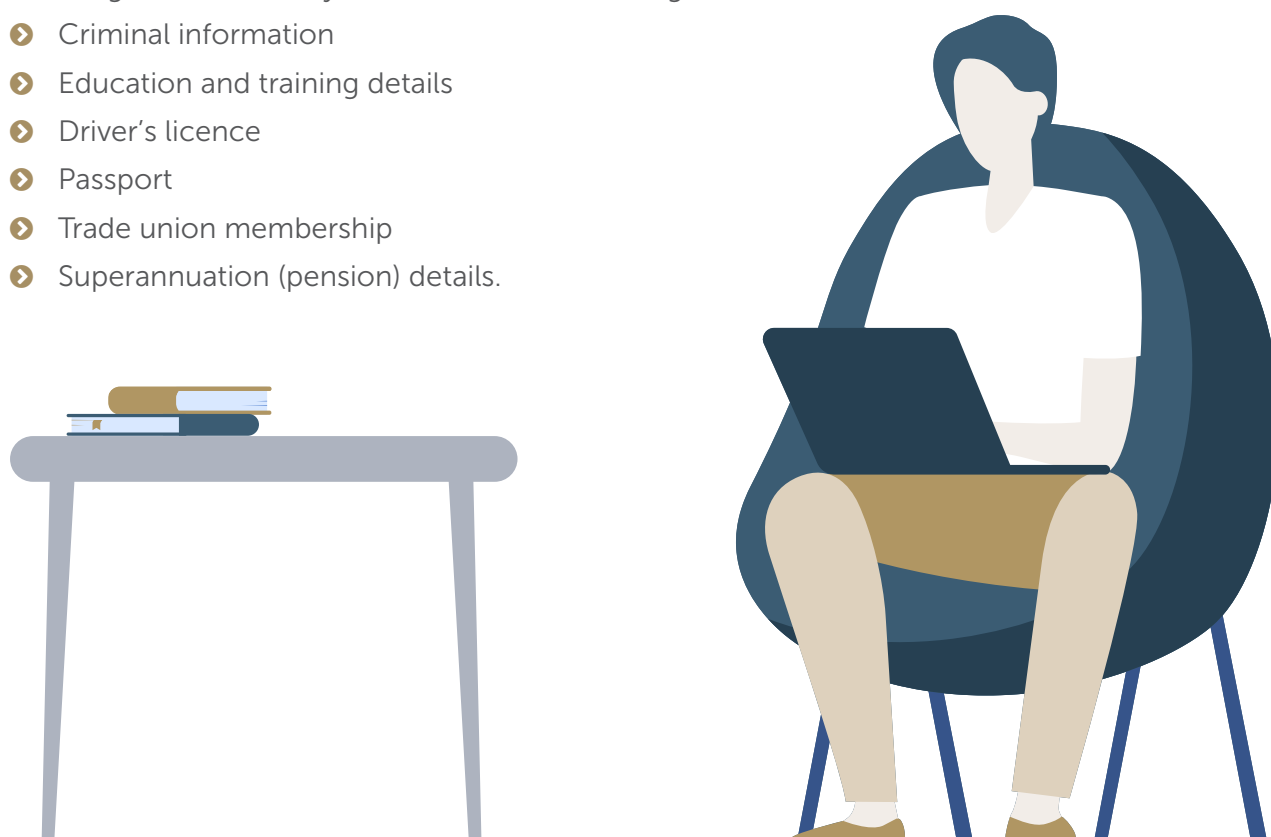
Why does Human Resources process personal data?

We process personal data (information) so we can manage employees, volunteers, contractors and other individuals who form part of Longford County Council's workforce.

What personal data does Human Resources process?

The following is a list of the personal data that we process:

- Name
- Address
- Date of birth
- Tax registration number
- Personal Public Services Number (PPSN)
- Email address
- Phone number
- Financial details
- Birth certificate
- Employment details
- Health data
- Images (for example, on our social media platforms) or images from security CCTV in Council buildings
- Criminal information
- Education and training details
- Driver's licence
- Passport
- Trade union membership
- Superannuation (pension) details.



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

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

Situation	Example
You give us your consent to use your information	To apply for a shorter working year
Necessary for the performance of a contract	To contact you or confirm your qualifications and experience
We are legally obliged	To comply with employment legislation
In order to enter into a contract	When paying for supplies or services



Who will Human Resources share your personal data with?

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

- › Department of Social Protection
- › Garda Vetting Bureau
- › Interview board members
- › Investigators
- › Mediators
- › Legal representatives
- › Local Government Management Agency
- › Medical advisors
- › My Pay (payroll service provider)
- › National Disability Authority
- › Occupational health consultants
- › Other local authorities
- › Previous employers
- › Referees
- › Regional training centres
- › Third-party service providers such as IT companies
- › Trade union representatives
- › Training facilitators
- › Workplace Relations Commission.



Rialtas na hÉireann
Government of Ireland



An Roinn Coimirce Sóisialaí
Department of Social Protection



An Coimisiún um Chaidreamh san Áit Oibre
Workplace Relations Commission



If you need more details on how we handle data in Human Resources, please:

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

