

## **Clare County Council – Rural & Community Development privacy notice**

In order to provide the most effective and targeted range of rural and community development services to meet the needs of the citizens of Clare County we will be required to collect, process and use certain types of information about people applying for the Community Supports Scheme. Depending on the service being requested the information sought may include ‘personal data’ as defined by the Data Protection Acts and by the general data protection Regulation (GDPR) and may relate to the personal circumstances of you (as applicant) and members of your group who may also be part of the application.

### **Why do we have this privacy notice?**

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

Clare County Council creates, collects and processes a vast amount of personal data in various multiple formats on a daily basis. Clare County Council’s commitment is that the personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
- Recorded, stored accurately and securely and where necessary kept up to date
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Kept in a form which permits identification of the data subject
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

### **Legal basis for the collection, processing and sharing of personal data as part of the Community Supports Scheme provision.**

Clare County Council, may, for the purpose of its functions under the Local Government Reform Act 2014 and to deliver on the targeted actions of the Clare LECP (Local Economic and Community Plan) and the Clare Rural Development Strategy request all of the information contained in the Community Supports Scheme application form which has been devised by the Rural, Community and Tourism Directorate, Clare County Council.

### **Types of Personal data required**

In advance of completing the Community Supports Scheme application form you should read the information leaflet which accompanies the form carefully. You should take care to answer all of the questions fully where these are relevant to you and provide the required supporting documentation. Failing to provide a detailed answer to the questions relevant to you or to provide the required supporting documentation may result in your application being considered incomplete and delay your application.

All applicant groups are required to provide information on the following categories of data (where they are applicable)

- Personal details of applicant group (name, address, phone number, email address)
- Group's Tax details
- Details of ownership of land
- Quotations for proposed works

### **How your personal data will be used/processed by the Rural and Community section within Clare County Council**

#### **Phone numbers and email addresses**

When contacting us we may ask you for a contact mobile phone number (or email). If we do, we may use this number to contact you by text (or email) as well as by phone. We will only contact you about matters that affect your application. No texts (or emails) will contain any information that could be used to identify you i.e. your name, so that if your phone is lost/stolen the messages could only be matched to the mobile phone the text was sent to.

#### **Electronic storage and processing of your data**

The volume of customers the Council serves and range of services we provide requires an IT system to manage customers' grant applications. The hard copy and electronic versions of data may be retained. Some basic information is recorded on an Excel database while soft copies of grant applications are stored on a software system where access is controlled and restricted to a small number of staff. Hard copy applications and related documentation are held in storage. Access to these files is controlled and restricted to relevant staff involved in assessing and processing the various services with other security measures such as passwords.

We will also be required to maintain an overview of your application history so that we can more effectively reengage with you if for whatever reason you decide to discontinue an application. The data we will be keeping as part of this overview of transaction history is as follows,

- Name and contact details
- Date of application
- Outcome of application
- Dates on which applicant refused grant

The data you supply to Clare County Council as part of your application for the Community Supports Scheme will only be used by Clare County Council. However, some of your personal data (see list below) may be shared with other business units within Clare County Council so that you are not being asked to supply the same personal data multiple times,

List of personal data that will be shared (list provided is only exemplars)

- Name
- Address and contact details

List of other business units within Clare County Council with whom the group personal data will be shared is as follows,

- Environment Department
- IT Department
- Designated Local Authority Evaluation Committee
- Arts & Language Department
- Housing Department

The above list is not exhaustive

If you do not wish that the personal data identified above that you supplied as part of your Community Supports Scheme be shared, you should indicate this to the Rural and Community Section in Clare County Council in writing when you are making your application.

You can also notify the other sections listed above that you do not wish your personal information from a Community Supports Scheme to be used in your application for their services and you wish to supply a fresh complete set of personal data.

#### **Prevention and detection of fraud**

Your data may also be shared with other sections within Clare County Council to make sure the information is accurate, to protect public funds, recover debt and/or prevent or detect fraud.

#### **Records Retention Policy**

Clare County Council has a detailed record retention policy which goes in to more detail of the time period for which your personal data will be retained by Clare County Council and what will happen to it after the required retention period has expired.

A copy of the National Retention Policy for Local Authority Records can be accessed via the LGMA website.

#### **Your Rights**

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by Clare County Council. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. Further details can be obtained from Clare County Council's website.

**Right of Compliant to the Office of the Data Protection Commissioner**

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

The Data Protection Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their Office at:

Lo Call Number: 1890 252 231

E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address: Data Protection Commissioner

Canal House

Station Road

Portarlinton, Co. Laois. R32 AP23.