

Clare County Council – Rural, Community & Tourism Development Privacy Notice

1. Clare County Council – Privacy notice – COVID-19 Emergency Fund 2020 Privacy Notice

DOCUMENT NO.	REVISION NO.	DETAILS	EFFECTIVE DATE
DP-PN-03	1	COVID-19 Emergency Fund 2020	30/12/2020

The council also has a Privacy statement which is a general document about how we approach data protection as an Organisation and is available on the council's website <https://www.clarecoco.ie/info/privacy-statement/> or on request from this department.

In order to provide the most effective and targeted range of rural, community and tourism 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 COVID-19 Emergency Fund 2020 . 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.

2. Why do we have this privacy notice?

Clare County Council (Data Controller) 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.

Contact Details

Clare County Council's contact details in relation to Freedom of Information are as follows:

Freedom of Information Officer

Telephone: 0656846405 or (065) 6846200

Email: foioff@clarecoco.ie

Post: Áras Contae an Chláir, New Road, Ennis, Co. Clare V95 DXP2

Data Protection Contact:

Data Protection Officer

Telephone: 0656846405 or (065) 6846200

Email: DPA@clarecoco.ie

Post: Áras Contae an Chláir, New Road, Ennis, Co. Clare V95 DXP2

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.

3. Legal basis for the collection, processing and sharing of personal data as part of the COVID-19 Emergency Fund 2020 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 COVID-19 Emergency Fund 2020 application form which has been devised by the Rural, Community and Tourism Directorate, Clare County Council.

4. Types of Personal data required

In advance of completing the COVID-19 Emergency Fund 2020 application form you should read the programme guidelines 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/charity details and bank account details for grant payment.
- Details of planning permission/ownership of land/permissions or consents for land use.
- Quotations for proposed works.
- Child Safeguarding Statement and Child Protection Policy.
- Fire safety certification.
- Evidence of complinaces with public regulations.

5. How your personal data will be used/processed by the Rural, Community and Tourism section within Clare County Council

Address, Phone numbers and email addresses

When contacting us we may ask you for a contact details such as address, a phone number or email address. If we do, we may use these contact details to contact you.

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.

Processing and storage of your data

The volume of customers the Council serves and range of services we provide requires an IT system to manage customer applications. Data from these applications is recorded on an Excel System and hard copy applications and related documentation are held in storage. Access to the data 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 COVID-19 Emergency Fund 2020 will only be used by Clare County Council for the purposes of processing the application and for essential purposes related to delivery of the service to you. This may entail sharing your data with other departments or associated companies of Clare County Council and with any relevant third parties (e.g. county solicitors's office, relevant contractors or companies) that may be associated with your application.

If you do not wish that the personal data identified above that you supplied as part of your COVID-19 Emergency Fund 2020 be shared, you should indicate this to the Rural, Community and Tourism Section in Clare County Council in writing when you are making your application.

6. 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.

7. Records Retention Policy

The National Retention Policy for Local Authority Records 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 this Council and what will happen to it after the required retention period has expired.

The policy can be accessed via the following link,

http://www.lgma.ie/sites/default/files/2002_national_retention_policy_for_local_authority_records_2.pdf

8. Your data protection 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.

To exercise these rights please see details in the document at the attached link (or available on request from the Data Protection office)

<http://www.clarecoco.ie/your-council/publications/data-protection-data-access-requests-policy-18436.pdf>

Please note that to help protect your privacy we take steps to verify your identity, before granting access to personal data.

9. Right of Compliant to the Office of the Data Protection Commission

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

The Data Protection Commissions website is www.dataprotection.ie or you can contact the Office at:

Lo Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address: Data Protection Commission
Canal House
Station Road
Portarlinton
Co. Laois
R32 AP23