



Clare County Council - Privacy Notice – Ennis Apple Tree Project – February 2021

➤ Data Protection Privacy Notice for:

The administration of the Ennis Apple Tree Project, February 2021.

➤ Clare County Council's Privacy Statement

Clare County Council is committed to protecting and respecting your privacy. The council 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 [http://www.clarecoco.ie/\[info\]/privacy-statement/default.html](http://www.clarecoco.ie/[info]/privacy-statement/default.html) or on request from this department. 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).

➤ Why do we have this Privacy Notice?

The Ennis Apple Tree Project is an initiative of Clare County Council with the aim of helping to boost well being and both physical and mental health by encouraging people in Ennis to get into their gardens during lockdown and plant an apple tree. As part of the project it is intended to produce a map showing where the trees have been planted. This is intended to encourage others to follow suit and also to show the distribution of nectar sources of cross pollination of other apple trees in the town. It will also provide the basis for future work on supporting pollinating insects within Ennis and Co. Clare generally.

The Ennis Apple Tree Project will collect the following personal data as part of the project:

Name of recipient of trees; for project administration purposes only.

Eircode of recipient, showing where the tree(s) will be planted; for publication of a tree location map.

General information on garden size and whether the recipient is in an urban or rural setting will also be collected, to assess the suitability of rootstock varieties and cultivars selected for each applicant.

This privacy notice is to demonstrate our commitment to privacy, and to assure you that we will ensure the security of your personal data. The Council wants to ensure you understand how we will manage your data when you submit your name and Eircode to the Ennis Apple Tree Project.

Clare County Council's contact details in relation to the Ennis Apple Tree Project are as follows: Heritage Officer, Clare County Council, Áras an Contae and Chláir, New Road, Ennis, Co Clare V95 DXP2, telephone number: (065) 6821616, email: cmcguire@clarecoco.ie

Clare County Council's contact details in relation to Data Protection are as follows: Data Protection Officer, Finance and Support Services Directorate, Clare County Council, Áras Contae an Chláir, New Road, Ennis, Co Clare V95 DXP2, Telephone number: (065) 6846405 or (065) 6846200, email: dpa@clarecoco.ie

➤ Data Protection Policy

Clare County Council has a detailed Data Protection Policy which outlines how we as a public body are committed to ensuring the security of any personal data provided to us. It also informs as to our obligations and your rights under data protection law. To exercise these rights please see details in the Privacy Statement at the attached link above and the sample application forms on our website <http://www.clarecoco.ie/your-council/how-we-manage-information/data-protection/> (or available on request from the Data Protection office, see contact details above).



➤ **Processing and storage of your data**

Clare County Council will use the Eircode information collected to generate a map showing where the apple trees have been planted. The maps (is it map or maps?) will be in the public domain, but the names of recipients and Eircodes themselves will not be made publicly available.

Data will be collected in February and March of 2021, and all records other than the final map will be retained in accordance with the Council's records retention policy.

➤ **What is the basis for making the processing of personal data in this activity lawful?**

The processing of name and Eircode data in this project is based on consent.

➤ **Do we require your contact details?**

In order to provide a map of the apple tree project in support of encouraging the wider adoption of gardening for physical and mental health and well-being, and to nurture local wildlife we do require your Eircode on the sign-up sheet. For administration of the project we also need your name.

➤ **Is the personal data submitted as part of this activity shared with other organisations?**

This is an initiative of Clare County Council and data will not be shared with any third party or external organisation.

➤ **How long is the personal data held by Clare County Council?**

The Eircodes and names will be retained in accordance with the Council's records retention policy.

➤ **What will happen if the requested personal data is not provided?**

Trees will not be given to applicants who do not provide their name and Eircode, since one of the project outcomes is the generation of a planting locations for publication in online or print format.

➤ **Your Rights**

Under certain circumstances, by law 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.

To exercise these rights or if you have any questions our data protection compliance please contact: Data Protection Officer, Telephone: (065) 6846405 or (065) 6846200, email: dpa@clarecoco.ie Post: Áras Contae an Chláir, New Road, Ennis, Co Clare, V95 DXP2 or see details in this document: [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/)

➤ **Right to complain 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 can investigate the matter for you. The Data Protection Commissioner's website: www.dataprotection.ie or contact their office on: Lo Call Number: 1890 252 231, email: info@dataprotection.ie Post: Data Protection Commissioner, Canal House, Station Road, Portarlington, Co Laois, R32 AP23.