



Comhairle Contae
Ros Comáin
Roscommon
County Council



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ROSCOMMON COUNTY COUNCIL

Privacy Statement

Community & Enterprise Department

October 2018

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1.0 Introduction

The role of the Community & Enterprise Department is to work with communities and other organisations to enhance the quality of life for people living, working and visiting Roscommon. It achieves this through providing the following services/functions:

1. Administration and support for the LCDC and associated actions from the LECP
2. Financial Partner role for the Leader and SICAP Programmes
3. Administration of grant schemes
4. Support to various committees
5. Administration of Events
6. Preparation of Diaspora Strategy and ongoing actions arising
7. Processing of payments to suppliers

2.0 Purpose of Privacy Statement

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data the Community & Enterprise Department may collect about individuals, why it is needed, how it is used and how individuals may interact with the Community & Enterprise Department in relation to their personal data. It also outlines the rights of individuals under data protection legislation in relation to the processing of their personal data.

3.0 Definitions

For the purposes of this privacy statement the following definitions apply:

- **Data Subject:** is an individual who is the subject of personal data.
- **Personal Data:** any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

- **Special Categories of Personal Data:** is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership; genetic data; biometric data processed for the purpose of uniquely identifying a natural person; data concerning health and data concerning a natural person's sex life or sexual orientation.

4.0 Scope

This statement applies to all personal data processed by the Community & Enterprise Department in physical or electronic format. This data primarily relates to contact details for events/newsletters and funding opportunities and details of organisations applying to the Department for funding or training supports.

5.0 Data Protection Policy

The Community & Enterprise Department processes a significant amount of personal data in various formats on an on-going basis. Roscommon County Council is committed to ensuring that personal data processed by its Community & Enterprise Department is:

- Obtained lawfully, fairly and in a transparent manner;
- Obtained for specified, explicit and legitimate purposes only;
- Adequate, relevant and limited to what is necessary for 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 in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

Roscommon County Council has a Corporate Data Protection Policy which goes in to more detail as to how it intends meeting these commitments. A copy of this document can be accessed [here](#).

6.0 What Personal Data is Processed

Details of personal data processed by each of the services/functions of the Community & Enterprise Department are contained in the following tables:

Table 6.1	
Service/Function	Personal Data Processed
Administration and support for the LCDC and associated actions from the LECP	<ul style="list-style-type: none"> • Name • Postal address • Eircode/Postcode • Contact details (phone numbers, e-mail address) • Supplier Set up details requested and sent to Finance Dept for payments of travel where appropriate

Table 6.2	
Service/Function	Personal Data Processed
Financial Partner role for the Leader and SICAP Programmes	<ul style="list-style-type: none"> • Tender submissions for SICAP programme with staff details • Access to Pobal IT Leader System containing contact names, addresses, phone numbers of applicants to LEADER Programme through secure access by staff working on this programme • Access to Pobal IT IRIS System containing names, payroll details of IP staff funded through SICAP Programme for County Roscommon through secure access by staff working on this programme

Table 6.3	
Service/Function	Personal Data Processed
Administration of grant schemes	<p>The following in relation to projects applied for on behalf of organisation:</p> <ul style="list-style-type: none"> • Name • Postal address • Eircode/Postcode • Contact details (phone numbers, e-mail address) details of person applying on behalf of applicant organisation

Table 6.4	
Service/Function	Personal Data Processed
Support to various committees	<p>The following in relation to persons sitting on committees:</p> <ul style="list-style-type: none"> • Name • Postal address • Eircode/Postcode • Contact details (phone numbers, e-mail address) • Job Title • Work Organisation

Table 6.5	
Service/Function	Personal Data Processed
Administration of Events	<ul style="list-style-type: none"> • Name • Title • Organisation • Postal address • Eircode/Postcode • Contact details (phone numbers, e-mail address)

Table 6.6	
Service/Function	Personal Data Processed
Preparation of Diaspora Strategy and ongoing actions arising	<p>The following in relation to that attended Diaspora Workshop or were invited to attend and asked to be kept informed and of those representing Roscommon Associations abroad.</p> <ul style="list-style-type: none"> • Name • Postal address • Eircode/Postcode • Contact details (phone numbers, e-mail address) • Job Title • Work Organisation

Table 6.7	
Service/Function	Personal Data Processed
Processing of payments to suppliers	<ul style="list-style-type: none"> • Name • Postal address • Contact details (phone numbers, e-mail address) • Bank details • Category of supplier • VAT/TRN/PPS number • Tax clearance details • Payment details

7.0 Why Personal Data is Processed

Personal data is processed by the Community & Enterprise Department in order to provide communities with information relevant to the betterment of their community, to process grant schemes and payments.

If the Community & Enterprise Department proposes to process personal data for a purpose other than it was obtained it will, prior to such processing, provide the data subject with information on that purpose and any other relevant information.

8.0 The Legal Basis for Processing Personal Data

The legal basis for processing personal data by the Community & Enterprise Department is mostly contained in the following legislation:

- Local Government Act 2001 (as amended).

There may be a limited number of circumstances whereby the Community & Enterprise Department relies on consent for the processing of personal data. In such circumstances the data subject has the right to withdraw consent to the processing of his or her personal data at any time.

Where special categories of information are being processed the Community & Enterprise Department will obtain the data subject's explicit consent to such processing unless this is not required by law or the personal data is required to protect the health of the data subject in an emergency.

9.0 How Personal Data is Obtained

9.1 Most of the personal data collected by the Community & Enterprise Department is obtained directly from information supplied by the individual applying for supports from the Department on behalf of a Group.

9.2 The Community & Enterprise Department also creates personal data as a result of processing activities carried out by the services it provides e.g. running reports on funding provided, attendance at events/training.

10.0 How Personal Data is Processed

The processing of personal data by staff within the Community & Enterprise Department is generally carried out by its IT system or IT systems required for the administration of certain programmes e.g. POBAL provided systems.

11.0 Sharing Personal Data with Third Parties

The sharing of personal data with third parties will only occur in circumstances that are permitted by law.

Details of the sharing of personal data by the Community & Enterprise Department with third parties are contained in the following tables:

Table 11.1	
Service/Function	Third Parties with whom Personal Data is Shared
Administration and support for the LCDC and associated actions from the LECP	<ul style="list-style-type: none">• DCRD are provided with name and organisation/sector annually to identify board membership

Table 11.2	
Service/Function	Third Parties with whom Personal Data is Shared
Financial Partner role for the Leader and SICAP Programmes	<ul style="list-style-type: none">• Pobal run IT system has agreed three way sharing of information with IP, FP and Pobal

Table 11.3	
Service/Function	Third Parties with whom Personal Data is Shared
Administration of grant schemes	<ul style="list-style-type: none"> Funder of scheme where this is required in order for an application to be put forward for funding and post project monitoring.

Table 11.4	
Service/Function	Third Parties with whom Personal Data is Shared
Support to various committees	<ul style="list-style-type: none"> None

Table 11.5	
Service/Function	Third Parties with whom Personal Data is Shared
Administration of events	<ul style="list-style-type: none"> Arts Event list is shared with Company who pack brochures (Sooner than later, mailchimp and Text Local) and Tickets.com

Table 11.6	
Service/Function	Third Parties with whom Personal Data is Shared
Preparation of Diaspora Strategy and ongoing actions arising	<ul style="list-style-type: none"> Information shared with Consultants working on Diaspora Strategy

Table 11.7	
Service/Function	Third Parties with whom Personal Data is Shared
Processing of payments to suppliers	<ul style="list-style-type: none"> • None

12.0 Records Retention Policy

The Community & Enterprise Department's practices in relation to the retention of personal data are guided by the Local Government Management Agency's (LGMA) National Retention Policy for Local Authority Records and any updates that are issued by the LGMA. Copies of these documents are available [here](#).

13.0 Data Subject Rights

Data subjects have a range of rights under GDPR. These include the following:

- The right to be informed;
- The right of access;
- Right to rectification of inaccurate or incomplete data;
- The right to erasure (also known as the 'right to be forgotten') of personal data;
- The right to portability;
- The right to object to the processing of personal data;
- The right to restrict the processing of personal data;
- Rights in relation to automated decision making, including profiling.

Roscommon County Council has developed a Data Subject Rights Policy and Procedures document which provides more detailed information on the rights of a data subject and how to exercise them. A copy of this document is available [here](#).

14.0: Complaints to the Data Protection Commission

14.1 Data subjects may make a complaint in the following circumstances:

- a) If they experience a delay outside of the prescribed timeframe for making a decision on a data subject right request;
- b) If they are dissatisfied with a decision by Roscommon County Council on their data subject right request;
- c) If they consider that Roscommon County Council's processing of their personal data is contrary to data protection legislation.

14.2 Contact details for the Data Protection Commission are as follows:

Phone Number: 0761 104 800 or Local 1890 252 231
E-mail: info@dataprotection.ie
Website: www.dataprotection.ie
Postal Address: Data Protection Commission
Canal House
Station Road
Portarlinton
Co. Laois
R32 AP23.

15.0 Monitoring and Review

Provisions contained in this statement shall be subject to on-going monitoring and review.

16.0: Further Information

Further information and advice on the operation of this privacy statement is available from the Data Protection Officer, Roscommon County Council. Contact details for the County Council's Data Protection Officer are as follows:

Phone: 090 6637100
E-mail: dataprotection@roscommoncoco.ie
Website: www.roscommoncoco.ie
Postal Address: Roscommon County Council
Áras an Chontae
Roscommon
F42 VR98.