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ROSCOMMON COUNTY COUNCIL

Privacy Statement

Corporate Services Department

October 2018

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1.0 Introduction

The role of the Corporate Services Department is to provide an effective and efficient support service to the Elected Members and Senior Management and deliver general services to members of the public. It achieves this through providing the following services/functions:

- Organising and servicing meetings of the Council and its sub-committees, which includes support services to the Elected Members
- Register of Electors
- Insurances
- Property Management
- Facilities Management
- Customer Services
- Customer Complaints
- Freedom of Information (FOI)
- Data Protection
- Veterinary Functions
- Dog Control Services
- Control of Horses
- Safety, Health and Welfare at Work
- Co-ordination of the Creative Ireland Programme
- Civic Receptions and Events
- Casual Trading
- Derelict Sites/Dangerous Structures
- Letting of Lands
- Ethics Register
- Disclosure of Donations
- Organising Domestic and Foreign travel
- Dermot Earley Bursary Award
- Management of the Council's Social Media Account i.e. Facebook and Twitter
- Preparation of the Council's Annual Report

2.0 Purpose of Privacy Statement

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data the Corporate Services Department may collect about individuals, why it is needed, how it is used and how individuals may interact with the Corporate Services 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 Corporate Services Department in physical or electronic format. This data primarily relates to the past, current and prospective activities of Corporate Services.

5.0 Data Protection Policy

The Corporate Services 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 Corporate Services 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 Corporate Services Department are contained in the following tables:

Table 6.1	
Service/Function	Personal Data Processed
Organising and servicing meetings of the Council and its sub-committees, which includes support services to the Elected Members	<i>Elected Members:</i> <ul style="list-style-type: none">• Name and address• Contact details i.e. telephone number, e-mail address• Passport details• Conferences attended including car registration number• Expenses claimed and paid• Details of election expenses

Table 6.2	
Service/Function	Personal Data Processed
Register of Electors	<ul style="list-style-type: none"> • Name and address • Date of birth • Passport details • Category of voter

Table 6.3	
Service/Function	Personal Data Processed
Insurances	<ul style="list-style-type: none"> • Name and address • Date of birth • Contact details i.e. telephone number, e-mail address • Details of the circumstances and nature of the claim • Medical records. • Legal correspondence

Table 6.4	
Service/Function	Personal Data Processed
Property Management	<ul style="list-style-type: none"> • Name and address • Contact details i.e. telephone number, e-mail address • Bank account details • C2/tax clearance certificate/PPSN/tax reference number

Table 6.5	
Service/Function	Personal Data Processed
Facilities Management	<ul style="list-style-type: none"> • Name and address of contractors and suppliers • Contact details i.e. telephone number, e-mail address • Bank account details • C2/tax clearance certificate/PPSN/tax reference number • Insurance details • Health and safety records • CCTV recordings

Table 6.6	
Service/Function	Personal Data Processed
Customer Services	<ul style="list-style-type: none"> • Name and address • Contact details i.e. telephone number, e-mail address

Table 6.7	
Service/Function	Personal Data Processed
Customer Complaints	<ul style="list-style-type: none"> • Name and address • Contact details i.e. telephone number, e-mail address • Details of the circumstances and nature of the complaint

Table 6.8	
Service/Function	Personal Data Processed
Freedom of Information (FOI)	<ul style="list-style-type: none"> • Name and address of persons submitting FOI requests • Contact details i.e. telephone number, e-mail address • Details of records requested and released

Table 6.9	
Service/Function	Personal Data Processed
Data Protection	<ul style="list-style-type: none"> • Name and address of persons submitting Data Subject Access requests • Contact details i.e. telephone number, e-mail address • Details of personal data requested and released

Table 6.10	
Service/Function	Personal Data Processed
Veterinary Functions	<p><i>Temporary Veterinary Inspectors:</i></p> <ul style="list-style-type: none"> • Name and address • Contact details i.e. telephone number, e-mail address • Bank account details • C2/tax clearance certificate/PPSN/tax reference number • Health and safety records • Insurance details <p><i>Slaughterhouses and Food Business Establishments:</i></p> <ul style="list-style-type: none"> • Name and address • Contact details i.e. telephone number, e-mail address • Bank account details • C2/tax clearance certificate/PPSN/tax reference number • Approval records • Inspection reports • Enforcement activity

Table 6.11	
Service/Function	Personal Data Processed
Dog Control Services	<p><i>Service Provider:</i></p> <ul style="list-style-type: none"> • Name and address of service provider • Contact details i.e. telephone number, e-mail address • Bank account details • C2/tax clearance certificate/PPSN/tax reference number • Health and safety records • Insurance details <p><i>Complaints:</i></p> <ul style="list-style-type: none"> • Name and address of complainants • Contact details i.e. telephone number, e-mail address <p><i>Dog licences:</i></p> <ul style="list-style-type: none"> • Name and address • Contact details i.e. telephone number, e-mail address <p><i>Dog Breeding Establishments:</i></p> <ul style="list-style-type: none"> • Name and address • Contact details i.e. telephone number, e-mail address • Approvals • Inspection reports • Enforcement activity • Public Register

Table 6.12	
Service/Function	Personal Data Processed
Control of Horses	<ul style="list-style-type: none"> • Name and address of service provider • Name and address of complainants • Contact details i.e. telephone number, e-mail address

Table 6.13	
Service/Function	Personal Data Processed
Safety, Health and Welfare at Work	<ul style="list-style-type: none"> • Name and address • Date of birth • Contact details i.e. telephone number, e-mail address • Incident reports • Vaccination records • Training undertaken

Table 6.14	
Service/Function	Personal Data Processed
Co-ordination of the Creative Ireland Programme	<ul style="list-style-type: none"> • Name and address • Contact details i.e. telephone numbers, e-mail address • Bank account details • C2/tax clearance certificate/PPSN/tax reference number • Insurance details

Table 6.15	
Service/Function	Personal Data Processed
Civic Receptions and Events	<ul style="list-style-type: none"> • Name and address • Contact details i.e. telephone numbers, e-mail address • Bank account details • C2/tax clearance certificate/PPSN/tax reference number • Photographs

Table 6.16	
Service/Function	Personal Data Processed
Casual Trading	<ul style="list-style-type: none"> • Names and address • Contact details i.e. telephone numbers, e-mail address • Photographs

Table 6.17	
Service/Function	Personal Data Processed
Derelict Sites/Dangerous Structures	<ul style="list-style-type: none"> • Name and address • Contact details i.e. telephone number, e-mail address • Photographs • Public Register

Table 6.18	
Service/Function	Personal Data Processed
Letting of Lands	<ul style="list-style-type: none"> • Name and address • Contact details i.e. telephone numbers, e-mail address

Table 6.19	
Service/Function	Personal Data Processed
Ethics Register	<ul style="list-style-type: none"> • Declarable interests of elected members and relevant staff including name and address, property interests.

Table 6.20	
Service/Function	Personal Data Processed
Disclosure of Donations	<ul style="list-style-type: none"> • Details of donations received

Table 6.21	
Service/Function	Personal Data Processed
Organising Domestic and Foreign Travel	<ul style="list-style-type: none"> • Name and address • Contact details i.e. telephone numbers, e-mail address • Passport details

Table 6.22	
Service/Function	Personal Data Processed
Dermot Earley Bursary Award	<ul style="list-style-type: none"> • Name and address • Date of birth • PPSN • Contact details i.e. telephone numbers, e-mail address • Bank details • Academic and social achievements

Table 6.23	
Service/Function	Personal Data Processed
Management of the Council's Social Media Account i.e. Facebook and Twitter	<ul style="list-style-type: none"> • Names and images

Table 6.24	
Service/Function	Personal Data Processed
Preparation of Council's Annual Report	<ul style="list-style-type: none"> • None

7.0 Why Personal Data is Processed

Personal data is processed by the Corporate Services Department in order to carry out the functions of the department.

If the Corporate Services 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 Corporate Services Department is mostly contained in the following legislation:

- Local Government Acts, 2001 – 2014
- Electoral Act 1992, as amended
- Electoral Act 1997
- Control of Dogs Act 1986
- Control of Dogs Act (Amendment) Act 1992
- Control of Dogs (Restriction of Certain Dogs) Regulations, 1991 – SI No. 123 of 1991
- Control of Dogs Regulations, 1998 – S. I. No 442 of 1998
- Control of Dogs (Amendment) Act 1992 (Commencement) Order 1998 – S. I. No 443 of 1998
- Control of Dogs (Amendment) Regulations 2013
- Dog Breeding Establishments Act 2010
- Dog Breeding Establishment Act
- Food Safety Authority of Ireland Act 1998
- S.I. 432 of 2009
- Control of Horses Act 1996
- Derelict Sites Act 1990
- Local Government (Sanitary Services) Act 1964
- Safety, Health and Welfare at Work Act 2005
- Freedom of Information Act 2014
- Data Protection Act 1988
- Data Protection (Amendment) Act 2003
- Data Protection Act 2018
- General Data Protection Regulation, EU 2016/679 (GDPR)
- Casual Trading Act 1995

There may be a limited number of circumstances whereby the Corporate Services 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 Corporate Services 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 Corporate Services Department is obtained directly from past, current and prospective members of the public, elected members, Roscommon County Council staff, contractors, suppliers, service providers, insurance companies, solicitors and medical profession

9.2 The Corporate Services Department also creates personal data as a result of processing activities carried out by the services it provides e.g. dog control functions, control of horses, veterinary functions, insurance, health and safety, travel claims and expenses, customer complaints.

10.0 How Personal Data is Processed

The processing of personal data by staff within the Corporate Services Department is generally carried out by use of the following processes/systems:

- iReg System
- National Dog Register System
- Official Agency Premises and Inspections (OAPI) System - Food Safety Authority of Ireland

- Animal Identification and Movement System (A.I.M.S.) – Department of Agriculture, Food and the Marine
- Microsoft word, excel, PowerPoint and Outlook
- Manual files
- Mobile telephones (limited access)

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 Corporate Services Department with third parties are contained in the following tables:

Table 11.1	
Service/Function	Third Parties with whom Personal Data is Shared
Organising and servicing meetings of the Council and its sub-committees which includes support services to the Elected Member	All data outlined in Table 6.1 is publicly available with the exception of car registration details

Table 11.2	
Service/Function	Third Parties with whom Personal Data is Shared
Register of Electors	<ul style="list-style-type: none"> • Franchise Section, Department of Housing, Planning and Local Government • Local Government Management Agency • The draft, live and supplement to the Register of Electors are published as prescribed by legislation

Table 11.3	
Service/Function	Third Parties with whom Personal Data is Shared
Insurances	<ul style="list-style-type: none"> • Irish Public Bodies Insurance • County Solicitor • An Garda Síochána • Legal representatives • Rossiter Claims Management Services • Personal Injuries Board

Table 11.4	
Service/Function	Third Parties with whom Personal Data is Shared
Property Management	<ul style="list-style-type: none"> • None

Table 11.5	
Service/Function	Third Parties with whom Personal Data is Shared
Facilities Management	<ul style="list-style-type: none"> • An Garda Síochána (CCTV)

Table 11.6	
Service/Function	Third Parties with whom Personal Data is Shared
Customer Services	<ul style="list-style-type: none"> • None

Table 11.7	
Service/Function	Third Parties with whom Personal Data is Shared
Customer Complaints	<ul style="list-style-type: none"> • Office of the Ombudsman in the event of an appeal

Table 11.8	
Service/Function	Third Parties with whom Personal Data is Shared
Freedom of Information (FOI)	<ul style="list-style-type: none"> Information Commissioner in the event of an appeal

Table 11.9	
Service/Function	Third Parties with whom Personal Data is Shared
Data Protection	<ul style="list-style-type: none"> Data Protection Commission in the event of a complaint

Table 11.10	
Service/Function	Third Parties with whom Personal Data is Shared
Veterinary Functions	<ul style="list-style-type: none"> Food Safety Authority of Ireland Department of Agriculture, Food and the Marine

Table 11.11	
Service/Function	Third Parties with whom Personal Data is Shared
Dog Control Services	<ul style="list-style-type: none"> An Post Service Provider

Table 11.12	
Service/Function	Third Parties with whom Personal Data is Shared
Control of Horses	<ul style="list-style-type: none"> Department of Agriculture, Food and the Marine

Table 11.13	
Service/Function	Third Parties with whom Personal Data is Shared
Safety, Health and Welfare at Work	<ul style="list-style-type: none"> Irish Public Bodies Insurance Solicitors Roscommon County Council's Occupational Health Consultant (Vaccination records)

Table 11.14	
Service/Function	Third Parties with whom Personal Data is Shared
Co-ordination of Creative Ireland Programme	<ul style="list-style-type: none"> • Department of Culture, Heritage and the Gaeltacht

Table 11.15	
Service/Function	Third Parties with whom Personal Data is Shared
Civic Receptions and Events	<ul style="list-style-type: none"> • Print media • Social media

Table 11.16	
Service/Function	Third Parties with whom Personal Data is Shared
Casual Trading	<ul style="list-style-type: none"> • None

Table 11.17	
Service/Function	Third Parties with whom Personal Data is Shared
Derelict Sites/Dangerous Structures	<ul style="list-style-type: none"> • Public Register

Table 11.18	
Service/Function	Third Parties with whom Personal Data is Shared
Letting of Lands	<ul style="list-style-type: none"> • None

Table 11.19	
Service/Function	Third Parties with whom Personal Data is Shared
Ethics Register	<ul style="list-style-type: none"> • Ethics Register available for public inspection

Table 11.20	
Service/Function	Third Parties with whom Personal Data is Shared
Disclosure of Donations	<ul style="list-style-type: none"> • Register available for public inspection

Table 11.21	
Service/Function	Third Parties with whom Personal Data is Shared
Organising Domestic and Foreign Travel	<ul style="list-style-type: none"> • Media subsequent to Freedom of Information requests and subject to provisions contained in Freedom of Information legislation

Table 11.22	
Service/Function	Third Parties with whom Personal Data is Shared
Dermot Earley Bursary Awards	<ul style="list-style-type: none"> • Interview Board • Names and photographs of successful award recipients published

Table 11.23	
Service/Function	Personal Data Processed
Management of the Council's Social Media Account i.e. Facebook and Twitter	<ul style="list-style-type: none"> • Names and images published

Table 11.24	
Service/Function	Personal Data Processed
Preparation of Council's Annual Report	<ul style="list-style-type: none"> • None

12.0 Records Retention Policy

The Corporate Services 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 Number: 090 6637100
E-mail: dataprotection@roscommoncoco.ie
Website: www.roscommoncoco.ie
Postal Address: Roscommon County Council
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Roscommon
F42 VR98