



Comhairle Contae
Ros Comáin
Roscommon
County Council



COMHAIRLE CONTAE ROS COMÁIN

ROSCOMMON COUNTY COUNCIL

Privacy Statement

Finance Department

October 2018

Version Control

Department	Corporate Services			
Service	Data Protection			
Document Title	Privacy Statement – Finance Department			
Document Reference No.	DP-2-06			
Version No.	V.1			
Prepared By.	Brian Duffy, Data Protection Officer	Date:	October 2018	
Approved By.	Management Team	Date:	05/10/2018	
Revisions:				
Version No.	Revised by	Date	Approved by	Date

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1.0 Introduction

The role of the Finance Department is to support Roscommon County Council's ongoing commitment to the delivery of a quality service working with and for its customers. It achieves this through providing the following services/functions in order to ensure financial resources are managed in a prudent and robust manner and value for money is achieved for the citizens of the county:

- Accounts Receivable
- Motor Tax
- Accounts Payable
- Procurement
- Production and publication of financial information including The Annual Budget and The Annual Financial Statement
- Internal Audit

2.0 Purpose of Privacy Statement

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data the Finance Department may collect about individuals, why it is needed, how it is used and how individuals may interact with the Finance 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 Finance Department in physical or electronic format. This data primarily relates to suppliers, customers and companies/individuals who tender for goods or services.

5.0 Data Protection Policy

The Finance 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 Finance 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 Finance Department are contained in the following tables:

Table 6.1	
Service/Function	Personal Data Processed
Accounts Receivable	<ul style="list-style-type: none"> • Name • Address • Eircode/Post code • Phone number • Email address • Customer number • Debtor type /type of debt • Level of debt • NPPR account number and property ID • PPSN

Table 6.2	
Service/Function	Personal Data Processed
Motor Tax	<ul style="list-style-type: none"> • Name • Address • Eircode/Post code • Phone number • Car details • Insurance details • Bank account details • PPSN/Herd/Tax Number

Table 6.3	
Service/Function	Personal Data Processed
Accounts Payable	<ul style="list-style-type: none"> • Name • Address • Email address • Contact phone number • Eircode/Post code • Supplier number • Bank Account details • VAT/Tax Reference Number/PPSN • Tax status • Details of liquidation/receivership

Table 6.4	
Service/Function	Personal Data Processed
Procurement	<ul style="list-style-type: none"> • Name • Address • Email address • Contact phone number • Eircode/Post code • Tax Reference Number/PPSN • Tax status • Curriculum Vitae • Financial statements, turnover etc • References • Insurance details

Table 6.5	
Service/Function	Personal Data Processed
Production and publication of financial information including The Annual Budget and The Annual Financial Statement.	<ul style="list-style-type: none"> • None

Table 6.6	
Service/Function	Personal Data Processed
Internal Audit	<p>Contact details for Audit Committee</p> <ul style="list-style-type: none"> • Name • Address • Phone number • Email address • Occupation • Bank account details <p>Details optioned for individual Audits may include:</p> <ul style="list-style-type: none"> • Employees names • Personnel number • Salary/wages • Deductions • Travel /allowances/misc expenses claims

7.0 Why Personal Data is Processed

Personal data is obtained by the Finance Department in order to update various systems with necessary details to facilitate the processing of payments and receipts while ensuring compliance with procurement legislation.

If the Finance 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 Finance Department is mostly contained in the following legislation:

- Local Government Act 2001
- Local Government (Financial and Audit Procedures) Regulations 2014
- Local Government (Financial and Audit Procedures)(Amendment) Regulations 2015
- Prompt Payment of Accounts Act 1997
- Accounting Code of Policy
- Directive 2014/24/EU of the European Parliament and of the Council on Public Procurement
- Irish Regulations S.I 284 European Union(Award of Public Authority Contracts)Regulations 2016
- Finance Act 1993
- Road Traffic Act 1961
- Finance Act 1993 (Section 60) Regulations 2009
- Road Traffic (Licensing of Drivers) Regulations 2006
- Road Vehicles (Registration and Licensing) (Amendment) Regulations 1994
- Local Government Management Agency's (LGMA) National Retention Policy for Local Authority Records

There may be a limited number of circumstances whereby the Finance 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 Finance 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 Finance Department is obtained directly from the customer or supplier.

9.2 The Finance Department also creates personal data as a result of processing activities carried out by the services it provides e.g. supplier payments and correspondence, uploading files to Revenue, downloading files from Revenue, Revenue queries, Notices of Attachment, generating sales invoices, receipting income, issuing standstill letters.

10.0 How Personal Data is Processed

The processing of personal data by staff within the Finance Department is generally carried out through the Financial Management System and the national vehicle and driver file (NVDF). Revenue on line system is used when processing payments and payment files are loaded and downloaded via Banking on Line to facilitate payment to suppliers and receipts from customers. Etenders and supplygov.ie platforms are used in relation to procurement tender administration.

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 Finance Department with third parties are contained in the following tables:

Table 11.1	
Service/Function	Third Parties with whom Personal Data is Shared
Accounts Receivable	<ul style="list-style-type: none"> • Debt management companies • Solicitors • Government auditors • NPPR Bureau • The Valuation Office

Table 11.2	
Service/Function	Third Parties with whom Personal Data is Shared
Motor Tax	<ul style="list-style-type: none"> • NVDF • Solicitors • Guards • Other local authorities • Revenue Commissioners

Table 11.3	
Service/Function	Third Parties with whom Personal Data is Shared
Accounts Payable	<ul style="list-style-type: none"> • Revenue Commissioners • Bank of Ireland • Government auditors

Table 11.4	
Service/Function	Third Parties with whom Personal Data is Shared
Procurement	<ul style="list-style-type: none"> • Preferred tenderer's name is advised to all tenderers

Table 11.5	
Service/Function	Third Parties with whom Personal Data is Shared
Production and publication of financial information including The Annual Budget and The Annual Financial Statement.	<ul style="list-style-type: none"> • None

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

12.0 Records Retention Policy

The Finance 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 Áras an Chontae Roscommon F42 VR98.