



Comhairle Contae
Ros Comáin
Roscommon
County Council



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ROSCOMMON COUNTY COUNCIL

Privacy Statement

Information Systems Department

February 2019

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Contents

	Page No.
1.0 Introduction	3
2.0 Purpose of Privacy Statement	3
3.0 Definitions	3
4.0 Scope	4
5.0 Data Protection Policy	4
6.0 What Personal Data is Processed	5
7.0 Why Personal Data is Processed	7
8.0 The Legal Basis for Processing Personal Data	7
9.0 How Personal Data is Obtained	8
10.0 How Personal Data is Processed	8
11.0 Sharing Personal Data with Third Parties	8
12.0 Records Retention Policy	10
13.0 Data Subject Rights	10
14.0: Complaints to the Data Protection Commission	10
15.0 Monitoring and Review	11
16.0 Further Information	11

1.0 Introduction

The role of the Information Systems Department is to deliver information technology and communications support services to Roscommon County Council. It achieves this through providing the following supports:

- Technical support
- Application support
- Project management
- Service delivery
- Information management
- Business continuity
- Information security support
- Telephony services and support

2.0 Purpose of Privacy Statement

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data the Information Systems Department may collect about individuals, why it is needed, how it is used and how individuals may interact with the Information Systems 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 Information Systems Department in physical or electronic format. This data primarily relates to customers that access the County Council's services and past, current and prospective employees of Roscommon County Council.

5.0 Data Protection Policy

The Information Systems Department processes personal data in various formats on an on-going basis. Roscommon County Council is committed to ensuring that personal data processed by its Information Systems 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

The Information Systems Department processes personal data on behalf of the various Departments of Roscommon County Council. Details of the processing involved is contained in the Privacy Statements for these Departments. Details of personal data processed exclusively by the Information Systems Department are contained in the following tables:

Table 6.1	
Service/Function	Personal Data Processed
Employee Travel & Expenses System	<ul style="list-style-type: none">• Name• Staff number• Mobile phone number• Car registration• Car insurance details

Table 6.2	
Service/Function	Personal Data Processed
Meetings Management system	<ul style="list-style-type: none">• Name• Address• Mobile phone number

Table 6.3	
Service/Function	Personal Data Processed
Meetings Webcasting system	<ul style="list-style-type: none">• Name• Email address

Table 6.4	
Service/Function	Personal Data Processed
Customer Service System	<ul style="list-style-type: none"> • Name • Address • Phone number • Email address

Table 6.5	
Service/Function	Personal Data Processed
Mobile Phones Administration	<ul style="list-style-type: none"> • Name • Mobile phone number • Email address • Address

Table 6.6	
Service/Function	Personal Data Processed
Intranet Administration	<ul style="list-style-type: none"> • Name • Mobile phone number • Staff number

Table 6.7	
Service/Function	Personal Data Processed
Rates Online Payments System	<ul style="list-style-type: none"> • Name • Business address • Customer number • Bank details

7.0 Why Personal Data is Processed

Personal data is processed by the Information Systems in order to provide the correct level of security and governance and to manage communications with customers. If the Information Systems Department proposes to process personal data for a purpose other than it was obtained the data subject will be provided with information on that purpose and any other relevant information prior to such processing.

8.0 The Legal Basis for Processing Personal Data

The legal basis for processing personal data by the Information Systems Department is mostly contained in legislation governing the functions/services being carried out by the various Departments of Roscommon County Council. Details of the legislation involved are contained in Privacy Statements for these Departments. In addition, the following legislation may apply to processing activities being carried out by the IT Department:

- Human Rights Act, 2003.
- The Copyright and Related Rights Act 2000.
- Employment Equality Act 1998.
- Freedom of Information
- Approved EU directives – GDPR, NIS

There may be a limited number of circumstances whereby the Information Systems 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 data subject's explicit consent will be obtained for 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 Information Systems Department is obtained directly from customers that access the County Council's services and past, current and prospective employees of Roscommon County Council.

9.2 The Information Systems Department also creates personal data as a result of processing activities carried out by the services it provides e.g. Travel & Expenses system.

10.0 How Personal Data is Processed

The processing of personal data by the Information Systems Department is generally carried out by the Council's IT systems and third party service providers.

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 Information Systems Department with third parties in relation to the personal data it processes on behalf of the various Departments of Roscommon County Council are contained in the Privacy Statements for these Departments.

Details of the sharing of personal data by the Information Systems Department with third parties in relation to the personal data it exclusively processes are contained in the following tables:

Table 11.1	
Service/Function	Third Parties with whom Personal Data is Shared
Employee Expenses System	<ul style="list-style-type: none">• LGMA (for troubleshooting and testing purposes)

Table 11.2	
Service/Function	Third Parties with whom Personal Data is Shared
Meetings Management system	<ul style="list-style-type: none"> • none

Table 11.3	
Service/Function	Third Parties with whom Personal Data is Shared
Meetings Webcasting system	<ul style="list-style-type: none"> • Public-i

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

Table 11.5	
Service/Function	Third Parties with whom Personal Data is Shared
Mobile phones Administration	<ul style="list-style-type: none"> • Vodafone

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

Table 11.7	
Service/Function	Third Parties with whom Personal Data is Shared
Rates Online Payments System	<ul style="list-style-type: none"> • LGMA

12.0 Records Retention Policy

The Information Systems 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.