



Comhairle Contae
Ros Comáin
Roscommon
County Council



COMHAIRLE CONTAE ROS COMÁIN ROSCOMMON COUNTY COUNCIL

Privacy Statement Local Enterprise Office

October 2018

Version Control

Department	Corporate Services			
Service	Data Protection			
Document Title	Privacy Statement – Local Enterprise Office			
Document Reference No.	DP-2-12			
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

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	8
9.0 How Personal Data is Obtained	8
10.0 How Personal Data is Processed	9
11.0 Sharing Personal Data with Third Parties	9
12.0 Records Retention Policy	12
13.0 Data Subject Rights	12
14.0: Complaints to the Data Protection Commission	12
15.0 Monitoring and Review	13
16.0 Further Information	13

1.0 Introduction

The role of the Local Enterprise Office is to drive the development of local enterprise in County Roscommon, putting local micro and small business at the heart of job creation. It achieves this through providing the following services/functions:

- Evaluating and processing Enterprise Development grants
- Delivering business focussed training
- Providing a mentoring service to businesses
- Delivery Enterprise and Management Development programmes such as LEAN, Going North, IWITB, I Factory, EMPOWER etc.
- Promote a culture of entrepreneurship through delivering programmes such as Student Enterprise Programme, County Enterprise Awards, IBYE, Food Academy, Graduate Programme, Showcase/ Ploughing Etc.
- Referral of clients to other agencies who provide other opportunities and supports.

2.0 Purpose of Privacy Statement

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data the Local Enterprise Office may collect about individuals, why it is needed, how it is used and how individuals may interact with the Local Enterprise Office 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 Local Enterprise Office in physical or electronic format. This data primarily relates to clients who avail of its supports.

5.0 Data Protection Policy

The Local Enterprise Office 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 Local Enterprise Office 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 Local Enterprise Office are contained in the following tables:

Table 6.1	
Service/Function	Personal Data Processed
Evaluating and processing Enterprise Development grants	<ul style="list-style-type: none"> • Name • Address • Contact details • Financial information • Business details • Tax reference number and tax clearance • Bank account details • PPS Number • Employment dates

Table 6.2	
Service/Function	Personal Data Processed
Delivering business focussed training	<ul style="list-style-type: none"> • Name • Address • Contact details • Financial information • Business details

Table 6.3	
Service/Function	Personal Data Processed
Providing a mentoring service to businesses	<ul style="list-style-type: none"> • Name • Address • Contact details • Financial information • Business details

Table 6.4	
Service/Function	Personal Data Processed
Delivery of Enterprise and Management Development programmes such as LEAN, GO North IWITB, I Factory, EMPOWER	<ul style="list-style-type: none"> • Name • Address • Contact details • Financial information • Business details

Table 6.5	
Service/Function	Personal Data Processed
Promote a culture of entrepreneurship through delivering programmes such as Student Enterprise Awards, County Enterprise Awards, IBYE, food Academy, Graduate Programme, Showcase/ Ploughing etc.	<ul style="list-style-type: none"> • Name • Address • Contact details • Financial information • Business details • Employee details

Table 6.6	
Service/Function	Personal Data Processed
Referral of clients to other agencies with appropriate supports	<ul style="list-style-type: none"> • Name • Address • Contact details • Business details

7.0 Why Personal Data is Processed

Personal data is processed by the Local Enterprise Office in order to:

- To process grant applications;
- To review projects seeking Local Enterprise Office financial / grant support;
- To administer approved grant funding to a company / entrepreneur including grant inspection activities required for grant drawdown;
- To support the auditing activities related to the expenditure of public and European funding;
- To provide training for personal and management development;
- To meet third party requirements and to share that data with third parties such as the European Commission or other EU funded agencies where the data is collected in connection with and for the purposes of a project or programme run or funded in whole or in part by the third party such as the EU or European Commission;
- To deliver industrial development supports or advice to the data subject, his/her employer or his/her company where the data subject is a director.
- To comply with our regulatory and professional requirements;
- To prevent and detect fraud, money laundering or other offences; and
- To exercise our right to defend, respond or conduct legal proceedings.
- To carry out direct marketing in relation to our supports and events
- To bring relevant business opportunities and events to the attention of our clients

If the Local Enterprise Office 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 Local Enterprise Office is mostly contained in the following legislation:

- Local Government Act 2001
- County Enterprise Boards (Dissolution) Act 2014
- EU Regulations relating to European funding
- Department of Business, Enterprise and Innovation Government Circulars.

There may be a limited number of circumstances whereby the Local Enterprise Office 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 Local Enterprise Office 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 Local Enterprise Office is obtained directly from clients, but it is also collected from other Local Enterprise Offices, other Agencies including Local Partnership Companies (Roscommon Leader Partnership), Enterprise Ireland, the IDA and the Department of Social Protection.

9.2 The Local Enterprise Office also creates personal data as a result of processing activities carried out by the services it provides e.g. grant payments, training and development records

10.0 How Personal Data is Processed

The processing of personal data by staff within the Local Enterprise Office is generally carried out by its IT systems; GMIS and the Agresso financial management system.

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 Local Enterprise Office with third parties are contained in the following tables:

Table 11.1	
Service/Function	Third Parties with whom Personal Data is Shared
Evaluating and processing Enterprise Development grants	<ul style="list-style-type: none">• Enterprise Ireland• Members of Evaluation committee• Other Local Enterprise Offices• Auditors• Dept. of Communications• Contracted mentors

Table 11.2	
Service/Function	Third Parties with whom Personal Data is Shared
Delivering business focussed training	<ul style="list-style-type: none"> • Trainers • Enterprise Ireland • Auditors

Table 11.3	
Service/Function	Third Parties with whom Personal Data is Shared
Providing a mentoring service to businesses	<ul style="list-style-type: none"> • Mentors • Enterprise Ireland • Auditors

Table 11.4	
Service/Function	Third Parties with whom Personal Data is Shared
Delivery of Enterprise and Management Development programmes such as LEAN, GO North IWITB, I Factory, EMPOWER	<ul style="list-style-type: none"> • Programme delivery contractors/ trainers/ co-ordinators • Enterprise Ireland • Auditors

Table 11.5	
Service/Function	Third Parties with whom Personal Data is Shared
Promote a culture of entrepreneurship through delivering programmes such as Student Enterprise Awards, County Enterprise Awards, IBYE, food Academy, Graduate Programme, Showcase/ Ploughing etc.	<ul style="list-style-type: none"> • Programme delivery contractors/ trainers/ co-ordinators • National Co-ordinator • Enterprise Ireland • Auditors

Table 11.6	
Service/Function	Third Parties with whom Personal Data is Shared
Referral of clients to other agencies with appropriate supports	<ul style="list-style-type: none"> • Microfinance Ireland • Roscommon Leader Partnership • Western Development Commission • Enterprise Ireland • Other Local Enterprise Offices • Department of Social Protection • Auditors

12.0 Records Retention Policy

The Local Enterprise Office'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.