



Dún Laoghaire-Rathdown County Council

Dún Laoghaire-Rathdown County Council – Community & Voluntary Awards

2024

Privacy Statement

Who we are and why do we require your information?

Dún Laoghaire-Rathdown County Council (“the Council”) seeks to promote the economic, social and cultural development of the County of Dún Laoghaire-Rathdown and in doing so contribute significantly to improving the quality of life of the people of the County. The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of the Council’s core objectives and is included in our Corporate Plan.

In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of the County of Dún Laoghaire-Rathdown, we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being provided, the information sought may include ‘personal data’ as defined by the Data Protection Acts and by the General Data Protection Regulation and may relate to current, past and future service users, past, current and prospective employees/suppliers, and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

Why do we have a privacy statement?

This privacy statement has been created in order to demonstrate our commitment to privacy and to assure you that in all your dealings with the Council we will ensure the security of the data you provide to us.

The Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. The Council's commitment to you is that the personal data you may be required to supply to us is:

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, explicit and legitimate purposes
- 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 only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing

Service referred to in this Privacy Statement

The Community and Voluntary Awards 2024. Further details in relation to the Scheme can be located at www.dlrcoco.ie.

What personal data do we require for the purpose of the Scheme?

Name; address; eircode; email; phone number.

Specific and legitimate purpose for which the personal data is being sought

The personal data is required for the purpose of administering the 2024 Community & Voluntary Awards.

Legal basis under which the information is required to be processed

Section 66 of the Local Government Act 2001.

Other organisations/bodies/entities that the Council will be required to share data with, or obtain data from, in order to provide the required service

None

How your personal data will be kept safe from unauthorised or unlawful processing

- Personal data received from applicants electronically will be retained electronically on a password protected spreadsheet on the Council's secure network.
- Personal data received from applicants in hard copy format will be stored in a locked cabinet

Period for which your personal data will be retained

The personal data collected under this scheme will be retained for a period of 6 months from the date of the awards presentation after which it will be destroyed in a safe and secure manner.

Your Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by the Council. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. To exercise these rights use you should take the following steps:

Data Subject Access Requests

Data subject access requests can be made to the
Data Access Co-Ordinator
Governance Section
Corporate Services
Dún Laoghaire-Rathdown County Council
Marine Road
Dun Laoghaire
01 2054827
dataprotection@dlrcoco.ie

Data Protection Officer – Dun Laoghaire-Rathdown County Council

Our Data Protection Officer advises and guides the staff of the Council in how they collect, use, share and protect your information to ensure your rights are fulfilled in compliance with the GDPR and Data Protection Acts. The Data Protection Officer also acts as the contact point for individuals with concerns about the processing of their personal data and is also the liaison between the Council and the Office of the Data Protection Commissioner. If you have any complaint about the processing of your personal data by the Council, you may contact the Data Protection Officer at dataprotectionofficer@dlrcoco.ie.

Please note that all requests for the access of your personal data should be made to the Data Protection Co-ordinator using the contact details as set out above.

Right of Complaint to the Office of the Data Protection Commissioner

If you are not satisfied with the outcome of the response you received from the Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner's website is www.dataprotection.ie or you can contact their Office at:

Lo Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address: Data Protection Commissioner

21 Fitzwilliam Square South

Dublin 2

D02 RD28