



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

Data Protection Privacy Statement for Applications for Leave and Work Life Balance Schemes

Why does Limerick City and County Council have this privacy statement for applications for leave and work/life balance schemes?

Limerick City and County Council has created this privacy statement to demonstrate our firm commitment to privacy and to assure you, in all your dealings with Limerick City and County Council, we will ensure the security of the data you provide to us. Limerick City and County Council creates, collects and processes a significant amount of personal data in multiple formats on a daily basis. Limerick City and County Council's commitment 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 that 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.

Data Protection Policy

Limerick City and County Council has a detailed Data Protection Policy that outlines how we, as a public body, are committed to ensuring the security of any personal data you provide to us.

What is the basis for making the processing of personal data for applications for leave and work/life balance schemes lawful?

Relevant employment legislation and Departmental circular letters, for example the Parental Leave Acts 1998 - 2006, the Public Service Management (Sick Leave) Regulations 2014, Paternity Leave and Benefit Act 2016, Maternity Protection Acts 1994 - 2004, etc.

Is the personal data submitted as part of this activity shared with other organisations?

Limerick City and County Council may, to fulfil statutory or regulatory obligations, from time to time have to share personal data with other organisations or entities (in Ireland). Where this is required, Limerick City and County Council shall have regard to the security and integrity of the data and will minimise the data shared.

Data contained in applications for leave and work/life balance schemes may be shared with the following recipients:

Data may be shared with other local authorities, public service organisations and occupational health physicians. For example if an employee takes up duty with another local authority/public service organisation, details of statutory leave taken within certain timelines, i.e. sick leave, parental leave, etc., is shared with them. In addition, in certain circumstances, ICT service providers may have controlled access to personal data.

How long is this personal data held by Limerick City and County Council?

Limerick City and County Council currently holds personal data in relation to applications for leave and work/life balance schemes on an individual employee's personal file and the data submitted will be deleted in accordance with a national Retention Policy in relation to this activity, when such a policy is devised.

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 Limerick City and County Council is found to be inaccurate, you have the right to change, remove, block, or object to the use of, personal data held by Limerick City and County Council. You also have the right to data portability. 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. To exercise these rights, you should contact Limerick City and County Council (Data Controller) at the following address:

email: dataprotectionofficer@limerick.ie

Data Protection Officer,
Limerick City and County Council,
Merchants Quay,
Limerick

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 Limerick City and County 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
Canal House
Station Road
Portarlington, Co. Laois. R32 AP23.