



Comhairle Cathrach  
& Contae **Luimnigh**

**Limerick City**  
& County Council

*(This document is for information purposes only)*

## **Data Protection Privacy Statement for**

Register of Electors – Corporate Services

### **Who we are and why do we require your information?**

Limerick City and County Council seeks to promote the economic, social and cultural development of Limerick City and County and in doing so contribute significantly to improving the quality of life of its people. The delivery of high quality services, tailored to meet the needs of all our customers, remains one of Limerick City and County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment. In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of Limerick City and County we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided, the information sought may include 'personal data' as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR) 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?**

Limerick City and County Council has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Limerick City and County Council that 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 various 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 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.

### **Data Protection Policy**

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

### **What is the activity referred to in this Privacy Statement?**

Production of the Register of Electors and Supplements to the Register of Electors.

### **What is the basis for making the processing of personal data in this activity lawful?**

Article 6 (1) (c) of the General Data Protection Regulation (GDPR) in conjunction with; the Electoral Act 1992 (as amended). The Jurys Act 1976 also applies.

### **We require your contact details**

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

### **What other items of personal data do we need to undertake this activity?**

The application for entry of names to the Register of Electors asks for your full name, date of birth, full postal address, previous address, telephone number, email address and citizenship. The Department of Housing, Planning and Local Government have directed Registration Authorities to add Eircodes to their systems containing register of elector's data. The electoral registration forms issued contain the request for Eircodes. Failure to provide your Eircode on a registration forms will NOT invalidate an application for Registration.

### **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 or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). 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.

In this process, the data will be shared with the following recipients:

Data will be shared with fieldworkers, employed by the Council in the preparation of the Register of Electors.

Hard copies of the Register are provided to Post Offices, Garda Stations and libraries for the purpose of enabling the public to inspect the register, in accordance with the 2nd Schedule of the Electoral Act 1992 (as amended). However, if you have consented when completing your registration form, the Edited Register may be used for direct marketing purposes. Copies of the Register are provided free to elected public representatives and election candidates, for electoral purposes, in accordance with provisions of the Act. In addition, the Council shall, on payment of a fee, supply to any person a copy of the edited register of electors. Other than the use of the edited register as above it is an offence under Section 13A (3) of the Electoral Act 1992 (as amended by Section 4 of the Electoral (Amendment) Act, 2001) for a person to use the register for any other purpose other than electoral or other statutory purposes. Copies may also be provided to the Court Services. Election candidates are entitled to send, postage free, one item of election material to each household in a constituency (section 57 of the Electoral Act 1992; section 32 of the Presidential Elections Act 1993; rule 22 of the 2nd Schedule to the European Elections Act 1997 refers). Data on Register will be shared with An Post for this purpose. Under the Electoral Register Act 1992 and Local Election Regulations 1995, a copy of the marked register, showing constituents that voted in elections is available on request by elected representatives or election candidates upon payment of a prescribed fee. This does not disclose how constituents voted.

In this activity, if the personal data is to be transferred to a different country, it will be transferred to the following countries (if there are no countries listed, it is not intended to transfer the personal data abroad):

It is not intended to transfer this data to a different country.

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

The data processed as part of this activity will be retained for the following period(s):

Records are retained as per the National Retention Policy for Local Authority Records.

[National Retention Policy](#)

### **What will happen if the requested personal data is not provided?**

Without relevant personal data being provided individuals will not be entitled to have their application for entry of names to the Register of Electors processed. Therefore, individuals would not be eligible to vote in upcoming elections and/or referenda.

### **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 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](mailto: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](http://www.dataprotection.ie) or you can contact their office at:

Lo Call Number: 1890 252 231

E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address:  
Data Protection Commissioner  
Canal House  
Station Road, Portarlinton, Co. Laois. R32 AP23

