



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

(This document is for information purposes only)

Data Protection Privacy Statement for

Corporate & Governance 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.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We may share your personal data with the following parties in connection with our processing of your personal data:

Service Name:	Purpose/Activity	Type of Data	Lawful Basis for Processing- In accordance with Article 6.1 (c) and/or Article 6.1 (e) of GDPR in conjunction with:	Data Sharing within or outside the Council
Civic Relationships Management	Management of relationships between LCCC areas and other cities including: <ol style="list-style-type: none"> 1. Buckow (Adare) 2. Birmingham 3. Boston 4. Calais 5. Langonette (Cappamore) 6. Kansas 7. Sister Cities 	Contact data, identity data, transaction data, financial data	Chapter 2 Section 75 of the Local Government Act 2001 (as amended)	<p>Data sharing within the Council: Contact details of visiting delegations are shared with other departments within the organisation and/or outside the organisation (if organising meetings for the delegation with outside bodies). Bank account details are obtained and shared with the Finance Department when processing payments for community groups hosting delegations from abroad or when delegations are travelling abroad.</p> <p>Data sharing outside the Council: Contact details of delegations travelling abroad are also shared with hosts. Passport details are shared with travel agents when scheduling foreign travel plans.</p>

Archive Collection Acquisition	Acquisition of Archive Collection for LCCC. For archival and historical purpose in the public interest; These archive collections support research and public access to records.	Sensitive personal data, identity data, contact data, financial data, transaction data	Section 80 of the Local Government Act 2001 - Records and Archives of Local Authorities.	Data Sharing Outside the Council: See Archive Collection Management below.
Civic Symbols Management	Civic Symbols Management - civic gifts, civic logo, mayoral chain etc.	Identity data, contact data, financial data, transaction data	Chapter 2 Section 74 of the Local Government Act 2001 (as amended)	Data sharing outside the Council: Sharing name of recipients with suppliers of civic gifts, sharing Council logo with suppliers of civic gifts. Sharing name details with outside business when adding link to Mayoral chain. Data sharing within the Council: Sharing bank account details of suppliers with Finance Dept. for processing of invoices for civic gifts.
Staff Health & Safety Management	Staff Health & Safety Management	Identity data, sensitive personal data, special category data	Safety, Health and Welfare at Work Act 2005 and associated Regulations.	Data sharing within the Council: Accident/incident reports are shared within the Council (H&S team and management). Data sharing outside the Council: Data is shared with the Health and Safety Authority.
Oireachtas Member Support	Oireachtas Member Support To liaise with Oireachtas members, ensure they have access to a specific set of information e.g. Corporate Plan, Bye-Laws, weekly sets of Planning decisions; and to provide for their attendance at various Council meetings and to arrange an annual meeting with the Mayor to facilitate communication and to update the Oireachtas members on current developments.	Identity data, contact data	Local Government Act 2001, Section 237A	N/A

<p>Elections Management</p>	<p>Maintenance and management of local elections, general elections, referenda etc.</p> <p>Local Elections - Nominations of candidates & disclosure of donations and expenditure by candidates required by legislation.</p>	<p>Contact data, identity data, special category data (political affiliation in public domain)</p>	<p>Local Elections Regulations 1995. Local Government Act 2014.</p> <p>Local Elections (Disclosure of Donations and Expenditure) Act 1999, as amended.</p>	<p><u>Local Elections Management</u></p> <p>Data sharing within the Council: For the purpose of Local Elections Management, name, address, occupation and political party affiliation details are shared within the Council. This information is captured on the candidate application form.</p> <p>Data sharing outside the Council: Name and political party.</p> <p><u>Disclosure of Donations</u></p> <p>Data sharing outside the Council: Every 5 years to coincide with Local Elections the Council receives a Statement of Donations & Election Expenses. This document requires Designated Persons, National Agents and Candidates at the Local Elections to submit to the local authority concerned, within 90 days following polling day of an election, a statement in writing of all election expenses incurred by them. Donation forms contain the following data: contact details such as candidates name, address, telephone number and email address. Total expenditure and details of same, source of income from own resources and other, political party affiliation, local authority, local electoral area and donations in excess of €600 received. All of the above is made available to the Public and is published on the Council's website www.limerick.ie</p> <p>Data sharing within the Council: Corporate Services are the only department within the Council that sees the aforementioned document.</p>
<p>Irish Language Support</p>	<p>Irish First. Support to departments, maintain the list of Irish speakers, coordinate translations.</p>	<p>Identity data, Contact data</p>	<p>The Official Irish Languages Act 2003</p>	<p>Data sharing within the Council: Data is shared with all Departments of Limerick City and County Council.</p>

Councillors Support	Councillors Support	Identity data, contact data, Financial data, Transaction data	Sections 142 and 143, Chapter 1, Part 14 of the Local Government Act 2001 (as amended)	Data sharing within the Council: Councillors financial data is shared with both Finance and Human Resource Departments.
Legal Services Support	Coordination of legal services contracts, maintenance of case log.	Identity data, contact data, sensitive personal data, summary of legal cases	Article 6.1(c) and Article 6.1 (e) of GDPR	Data sharing within the Council: Case Log data is shared within the Corporate Team.
Associated Companies Management	Management of associated companies listed under Appendix 8 of the Annual Financial Statement including; Rathbane Golf Club, Adare Heritage Centre, Grove Island Leisure Centre, Askeaton Swimming Pool.	Identity data, contact data, sensitive personal data, financial data	Local Authority Accounting in Ireland: Code of Practice and Accounting Regulations. Companies Act 2014	Data sharing within the Council: Data contained in the Associated Companies Annual Report is shared with the Council's Finance Department.
Archive Collection Management	Management of the Archive Collection for LCCC including accommodation, collection images, conservation projects, microfilming, private papers lists. For archiving and historical research purposes in the Public Interest - Article 89 of the GDPR.	Sensitive personal data, identity data, contact data, financial data, transaction data	Section 80 of the Local Government Act 2001 - Records and Archives of Local Authorities.	Archives containing personal data are closed for 100 years. Access to closed archives is permitted in limited circumstances in line with Limerick Archives Access Policy, Section 3: In the case of 'closed archives', access to will be permitted, on completion of an application form and production of proof of identity, to define categories of user as follows: - A person who is referred to in the Archives: - A person acting on behalf of someone mentioned in the archives, who is incapacitated (i.e. with 'power of attorney'); - The nominated next of kin of a person mentioned in the archives;

				<p>- A Professional working on behalf of a client (e.g. Solicitor or Social worker);</p> <p>- A researcher engaged in bona fide research - research as part of 3rd level qualification must be accompanied by a course director/lecturer authorisation letter: or a researcher acting on behalf of a local History Group (or similar) In this case the application should be accompanied by a recommendation from an officer of the Local history group (or similar), outlining the nature of their research.</p> <p>3.4 Applicants are required to inform the archivist of the purpose of their research and its intended outcome. Applications will be considered on a case - by - case basis.</p> <p>3.5 Users must undertake not to identify individuals, but to anonymise the information they glean from the archives. The method of anonymisation should be discussed with the archivist.</p> <p>3.6 Applicants must also undertake not to use any of this information to contact individuals referred to in the 'closed archives'.</p> <p>3.7 Where the nature of the research, and/or the use of the data changes a user must notify the Archives Service of this fact.</p>
Strategic Policy Committee (SPC) Management	Membership and Standing Orders	Identity data, contact data	Section 48 (1 A) of the Local Government Act 2001, as amended	Data sharing within the Council: Data is shared with relevant Departments dealing with the administration of SPCs.

Annual Councillors' Donations Statements Management	Record of the donations that Councillors receive. Record and manage the donations statements	Identity data, contact data, financial data, transaction data	Local Elections (Disclosure of Donations and Expenditure) Act 1999	<p>Data sharing within the Council: Corporate Services are the only department within the Council to see the Annual Councillors Donations Statements.</p> <p>Data sharing outside the Council: The Annual Councillors Donation Forms are kept on file for viewing and copies of the forms may be given to any member of the public upon request.</p>
Renewals of Higher Education Grant	Renewals of Higher Education Grant. New applications are managed by SUSI shared service.	Sensitive personal data, contact data, financial data, identity data	Student Support Act 2011/S.I. No. 152/2019 - Student Grant Scheme 2019	<p>Data sharing within the Council: Limerick City and County Council no longer provide this service as SUSI is now the administrator of Higher Education Grants. The Council archives records up to 2019 within the organisation.</p>
Corporate Plan Production	Corporate Plan Production	Identity data, contact data	Section 134 of the Local Government Act 2001, as amended	<p>Data sharing within the Council: Data is shared with all Departments. Data sharing outside the Council: Data is shared with Publishing Company. Once finalised the Corporate Plan is published on the Council's website.</p>
Joint Policing Committee (JPC) Meetings Administration	Joint Policing Committee Administration including District JPCs	Contact data, identity data, financial data	Section 52, Part 7 of the Local Government Act 2001 (as amended)	<p>Data sharing within the Council: Sectoral Interests contact details and financial details are retained on file and shared with the Finance Department for payment purposes.</p>
Mayor Support	Mayor Support, including Mayoral Receptions, Mayor's Ball and Mayor's Coal Scheme	Identity data, contact data, financial data, Sensitive personal data	Local Government Act 2001 (as amended)	<p>Data sharing within the Council: Contact details of members of the public with specific queries shared with relevant departments within the Council. Sensitive personal data of individuals who contact the Mayor's office with particular issues are shared with relevant department. Financial details of suppliers of Mayor's Coal shared with Finance Department</p>

<p>Twinning's Management</p>	<p>Management of relationships between official twinning partners including:</p> <ol style="list-style-type: none"> 1. Hohenlohe 2. New Brunswick 3. Quimper 4. Santa Clara 5. Spokane 	<p>Contact data, identity data, transaction data</p>	<p>Chapter 2 Section 75 of the Local Government Act 2001 (as amended)</p>	<p>Data sharing within the Council: Contact details of visiting delegations are shared with other departments within the organisation and/or outside the organisation (if organising meetings for the delegation with outside bodies). Bank account details are obtained and shared with the Finance Department when processing payments for community groups hosting delegations from abroad or when delegations are travelling abroad Data sharing outside the Council: Contact details of delegations travelling abroad are also shared with hosts. Passport details are shared with travel agents when scheduling foreign travel plans.</p>
<p>Archive Service Information and Advice</p>	<p>Provision of arrangements for public access to local archives and information and advice on archival issues.</p>	<p>Identity data, contact data</p>	<p>Section 80 of the Local Government Act 2001 - Records and Archives of Local Authorities.</p>	<p>Data sharing within the Council: Data is shared within the Archives Team only.</p>
<p>Metropolitan District Meetings Administration</p>	<p>Metropolitan District Meetings Administration</p>	<p>Contact data for Elected Members. Identity data & contact data (for Delegations or any external third party presenting to meeting). Disposal Notices</p>	<p>Local Government Act 2001 (as amended)</p>	<p>Data sharing outside the Council: Disposal Notices published with Council Meeting Agenda. Elected Members' contact data published on Council's website.</p>
<p>General Data Protection Regulations Management</p>	<p>Management of General Data Protection Regulations for Limerick City and County Council. In response to requests from data subjects for access to their personal data or to exercise their right</p>	<p>Identity data, contact data</p>	<p>The Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679</p>	<p>Data sharing within the Council: In response to data subject access requests records are sent from the appropriate department to the Data Protection Officer in Corporate Services who checks the records for compliance with the relevant legislation and issues a reply to the data subject. Data sharing outside the Council: Data may be shared with An Garda Síochana on foot of an authorised request under Section 41(b)</p>

	in relation to that data under data protection legislation.			of the Data Protection Act 2018. Data shared with Data Protection Commission (DPC) where required.
Civic Events Management	Civic Events Management	Identity data, contact data, financial data	Section 76, Chapter 2 of the Local Government Act 2001 (as amended)	Data sharing within the Council: Names of recipients being presented with signed and framed scrolls shared with producers of scrolls and frames. Names and contact details of individuals on Civic Invitation List shared with other departments if required for similar purpose.
Audit Management	Audit Committee Management - Maintenance and Management of audits for Limerick City and County Council.	Sensitive personal data - PPSN, identity data, contact data and financial data.	Section 122 of the Local Government Act 2001.	Data sharing within the Council: Contact details and PPSN of external Audit Committee Members where relevant, are shared with Payroll and Finance to facilitate any payments that may be due. Data sharing outside the Council: Data is shared with the Department of Housing Planning and Local Government in relation to Audit Committee Membership.
Annual Report Production	Compiling and producing all information for the annual report	Identity data, contact data	Section 221 of the Local Government Act 2001, as amended	Data sharing within the Council: Data is shared with all Departments. Data sharing outside the Council: Data is shared with the Publishing Company. Once finalised Annual Reports are published on the Council's website.
Coroners Fees and Expenses Management	Coroners fees and payments associated with Coroners duties. In order to process payments supplier set up details are required .	Identity data, contact data, financial data and sensitive personal data - PPSN	The Coroners Act 1962, as amended. Coroners Act 1962 (fees & expenses) Regulations 2007.	Data sharing within the Council: Data is shared with Accounts Payable, Finance Department.
Annual Declaration of Interests	Elected Members and Relevant Officials required to complete and furnish to the Ethics Registrar an annual written declaration containing particulars of	Identity data, contact data, declarable interests	Section 171 of the Local Government Act 2001.	Data sharing within the Council: Information brought to the attention of Council employee's Director, as appropriate. Data sharing outside the Council: Register of Annual Declarations available for public inspection and any person may apply for a copy of the register or any entry in the register. Council employee's home address redacted from public register.

	"declarable Interests" within the meaning of the Act.			
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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 personal data you may be required to supply to the Council, or may be collected through other sources (i.e. investigations by Council staff; information from other third parties or agents acting on your behalf) are outlined in the above table under Type of Data.

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, click [HERE](#) for further details.

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

The Council will not be in a position to provide Corporate & Governance Services in accordance with the aforementioned legislation.

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

Data Protection Officer,
Corporate, Governance & Customer Services Department,
Limerick City and County Council,
Corporate Headquarters
Merchants Quay,
Limerick
V94 EH90

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.