



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

(This document is for information purposes only)

Data Protection Privacy Statement for

Outreach to Employment Programme – Employability Service Mapping Project

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?

This statement refers to the processing of personal data in respect of submissions made by staff of service providers under the following non-statutory research for *The Outreach To Employment Programme's Employability Services Mapping Project*.

This project will collect and analyse information about the nature of employability services operating in Limerick City. Participating organisations are also invited to state the name, work telephone number and work email address, if any, of the individual to be contacted in relation to the employability service provided.

Data for the mapping exercise will be collected via telephone or in-person interview and stored via Microsoft Forms on Limerick City and County Council's (LCCC's) secure server. Information regarding the employability service (including individual contact details for which consent has been given) will be used in the following ways:

- To develop a directory of employability services
- To devise a document that maps and analyses the field of employability services within Limerick City from a socio-economic context
- To enhance strategic decision making among stakeholders with regard to employability service coordination and development
- To support applications and business cases to leverage funding for employability service coordination and development for the above programme

Any outputs produced may be made publicly available.

In the course of data collection, participating organisations will be invited to consent to:

- Participate in the research with the information to be used as set out above
- Include the details of an individual contact person for each employability service within the documentation produced (**Note:** it is the interview participant's responsibility to obtain and/or verify permission from the contact person to have their work details included in the outputs)

Contact details of research participants will also be maintained for the purpose of any follow up queries within the research process. Designated Limerick City and County Council moderators can view this personal data.

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

In accordance with Article 6.1 (a) of the General Data Protection Regulation, and in order to legally process personal data provided by participating organisations, Limerick City and County Council are relying on consent as the lawful basis for processing. Should an organisation wish to withdraw their consent at any stage please email: outreachttoemployment@limerick.ie

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?

We do not require any further personal data to undertake this activity.

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 is NOT shared with other organisations; however, outputs of the research project may be made publicly available, including individual contact details for which consent has been given.

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):

Data will NOT be transferred to another country.

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

Limerick City and County Council has a detailed record retention policy which goes in to more detail of the time period for which your personal data will be retained by Limerick City and County Council and what will happen to it after the required retention period has expired.

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

Retain primary research data records of the Employability Service Mapping Project until the project has been completed, then destroy. Retain final outputs for seven years, then offer to the archivist.

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

All input is welcomed, even if personal data is not recorded.

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,
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:

Telephone: 01 765 0100
1800 437 737

E-mail: info@dataprotection.ie

Postal Address:
Data Protection Commission
21 Fitzwilliam Square South
Dublin 2
Ireland