



Comhairle Chontae Laois

Laois County Council

PRIVACY STATEMENT

Data Access Requests

Who we are and why do we require your information?

Laois County Council seeks to promote the economic, social and cultural development of the Council and in doing so contribute significantly to improving the quality of life of the people of County Laois.

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of Laois 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 the 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?

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Data Protection Policy

Laois 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 <https://laois.ie/wp-content/uploads/Agreed-Laois-County-Council-revised-Data-Protection-policy-2.pdf>

What is the activity referred to in this Privacy Statement?

Processing of data relating to data access requests.

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

- The legal basis for processing data protection access requests has its legal basis in Article 6(1) c processing is necessary for compliance with a legal obligation to which the controller is subject; namely the GDPR, the LED, the Data Protection Act 2018, Data Protection Acts 1988, 2003 and 2011 e privacy regulation

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 identify.

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

A person may make a request for access to their personal data or to exercise other personal data rights. To assist with the making of data requests, we have provided a template form which can be used to send us any such requests and these are available in hardcopy from the council or from the Council's website www.laois.ie. You may make requests to exercise your rights in whatever way you please.

Types of data provided by persons making requests can include name, address and contact details (phone, email) and description of the personal data issue. Personal data supplied by persons making requests or exercising their rights under the personal data legislation or submitting queries etc. in relation to it, are processed and shared only for those purposes and in accordance with the relevant sections of the legislation.

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

Laois 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 Laois 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:

In order to process your data request, your request will be shared with other departments or associated companies of Laois County Council and with any relevant third parties (e.g. county solicitor's office, relevant contractors or companies) that may be associated with your application.

Where a requester makes a complaint to the Data Protection Commission all necessary records must be supplied to that office in order for them to process the complaint.

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):

N/A

How long is this personal data held by Laois County Council?

Laois County Council has a detailed record retention policy which goes into more detail of the time period for which your personal data will be retained by Laois 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):

Records in relation to data requests are held for 7 years under the Local Authority National Records Retention Policy as amended by the LGMA issued retention schedules for local authority records 2018 – 2023. After that, they are securely destroyed.

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

In some cases, you may decline to provide us with your personal data. If we believe that we require relevant personal data to effectively and properly manage our contractual relationship, we may not be able to continue our relationship with you.

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 Laois 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 Laois County Council Data Protection Officer at the following:

Phone: - 057 8664000

E-mail: dataprotection@laoiscoco.ie

Postal Address: - Data Protection Officer, Áras an Chontae, Portlaoise, Co. Laois

Right of Compliant to the Office of the Data Protection Commissioner

If you are not satisfied with the outcome of the response you received from Laois 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, Portarlinton, Co. Laois. R32 AP23.