

## APPENDIX 3 – Community Environmental Grant Scheme Privacy Statement



**Comhairle Chontae Laois**

**Laois County Council**

# **COMMUNITY ENVIRONMENTAL GRANT SCHEME 2024 PRIVACY STATEMENT**

### **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?**

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.

### **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?**

Community Environmental Grant Scheme 2024 applications through third party platform submit.com

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

In accordance with Article 6.1 (e) of the GDPR, processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Laois County Council in conjunction with the following legislation: Section 66 Local Government Act 2001

In accordance with Article 6.1 (a) of the GDPR the data subject has given consent to the processing of his or her personal data for one or more specific purposes, i.e., for the use of submit.com to process the grant application.

## 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?

1. Name of Applicant Body
2. Address of Applicant Body
3. Municipal District
4. Tax reference number/TRN Number
5. Contact telephone/mobile number of Applicant Body
6. E-mail address
7. Description of Project
8. Location of Project
9. Total Estimated Cost
10. Date of commencement of works
11. Date of expected completion
12. Details of previous funding received for the same project
13. Group / organisation PPN Registration Number (if applicable)
14. Group / organisation bank account details (mandatory if successful)

## 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:

N/A
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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 is not transferred to another country.

#### **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):

7 Years for successful applications and 2 years for unsuccessful applications

#### **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](mailto:dataprotection@laoiscoco.ie)

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

Right of Complainant 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](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.