



Comhairle Chontae Laois

Laois County Council

PRIVACY STATEMENT

LAOIS COUNTY COUNCIL INTEGRATION TEAM

Integration Support Services Engagement

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?

The Laois County Council Integration Team work with:

- Applicants for International Protection,
- Those with Refugee, Subsidiary Protection, or Permission to remain status,
- Programme Refugees,
- Beneficiaries of Temporary Protection.

The Laois County Council Integration Team aims to help people within these cohorts integrate into Irish society. Integration means helping people who have moved to a new country feel like they belong, while also preserving their own identity and culture. This will include access to learning the language, entering employment, education, and training. The Laois County Council Integration Team will guide the individuals to the services needed to integrate into the community. To do this, we need to identify the support needed. For this reason, we would like to ask questions about your health, family, community integration, employment, education and your day to day living.

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

(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller namely Section 66 (3) of the Local Government Act 2001 (as amended by the Local Government Act 2014) which states:

(3) (a) Subject to this section, a local authority may take such measures, engage in such activities or do such things in accordance with law (including the incurring of expenditure) as it considers necessary or desirable to promote the interests of the local community.

(b) For the purposes of this section a measure, activity or thing is deemed to promote the interests of the local community if it promotes, directly or indirectly—

(i) social inclusion or the social, environmental, recreational, cultural or community development, or

(ii) the general development including enterprise and economic development, of the administrative area (or any part of it) of the local authority concerned or of the local community (or any group consisting of members of it).

(c) Nothing in subsection (4) or section 67 shall be read as restricting the generality or meaning of this subsection.

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, and address, makes communicating easier. 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?

- Full name
- Contact details: email, postal address, phone number.
- Age
- Gender
- Nationality
- Country of Origin
- Duration of time in Ireland
- Native/Preferred language
- Additional languages
- Level of English
- Current status
- Current Accommodation
- Information about family make-up – names, genders, ages, relationship.
- Details of education and qualifications.
- Details of previous employment, skills, work permits.
- Information regarding learning disabilities.

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, we will make the information available to the following relevant statutory and voluntary services for the provision of support and services to meet the families' needs while in Ireland, as required.

- Laois County Council,
- Health Services Executive (HSE),
- Tusla Child & Family Agency,
- Department of Social Protection,
- Laois & Offaly Education and Training Board (LOETB),
- An Garda Síochána,
- Laois Partnership Company,
- Laois County Childcare Committee,
- Department of Children, Equality, Disability, Integration and Youth and
- Irish Refugee Council.

In the event that a specific need is identified and the information is to be shared with any other organisations than those listed above, we will update the privacy statement.

There are instances where we are legally required to share your information with third parties, such as Tusla (Child Services) and An Garda Síochána (Police), for the protection of welfare and safety, in compliance with legal obligations.

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):

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| N/A |
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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):

Five years (current and non-current).

Archive (with weeding) with a closure period of 100 years for private and confidential information.

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.

Document Control

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