

## **Clare County Council – Data Protection Privacy Notice for ‘Clare Covid Heroes’ Project – 26th March, 2021**

### **Clare County Council’s Privacy Statement**

Clare County Council is committed to protecting and respecting your privacy. The Council has a privacy statement which is a general document about how we approach data protection as an organisation and is available on the website [http://www.clarecoco.ie/\[info\]/privacy-statement/default.html](http://www.clarecoco.ie/[info]/privacy-statement/default.html) or on request from this department. Depending on the service being requested the information sought may include ‘personal data’ as defined by the Data Protection Acts and by the general data protection Regulation (GDPR).

### **Why we have this Privacy Notice**

The Council wants to ensure you understand how we will manage your data when you submit your name, phone number, email address, postal address and nomination to the Clare Covid Heroes Project. This privacy notice is to demonstrate our commitment to privacy, and to assure you, as a data subject, that we will ensure the security of your personal data.

### **Contact details for the data controller and data protection officer**

- Clare County Council’s contact details in relation to the County Clare’s Covid Heroes Project are as follows: Communications Officer, Clare County Council, Áras an Contae an Chláir, New Road, Ennis, Co Clare V95 DXP2, telephone number: (065) 6846203, email: [cathaoirleach@clarecoco.ie](mailto:cathaoirleach@clarecoco.ie)
- Clare County Council’s contact details in relation to Data Protection are as follows: Data Protection Officer, Finance and Support Services Directorate, Clare County Council, Áras Contae an Chláir, New Road, Ennis, Co Clare V95 DXP2, Telephone number: (065) 6846405 or (065) 6846200, email: [dpa@clarecoco.ie](mailto:dpa@clarecoco.ie)

### **Purposes of the personal data processing**

The Clare Covid Heroes Project is an initiative with the aim of supporting health and wellbeing by celebrating people in the county who have helped others during Covid-19. People in Clare will nominate fellow citizens to receive a certificate from the Cathaoirleach of Clare County Council in recognition of their good deeds. Nominations will include the name, phone number, email address and postal address of the nominator and the nominee, and information as to why the nomination is being made. As part of the project it is intended to produce and present/deliver certificates which will include the name of the recipient(s). Nominations will be reviewed and not every nomination will progress. The names of nominees may be featured in Clare County Council media releases, in public communications and on social media, and nominees may be invited to be photographed for use in Clare County Council media releases, in public communications and on social media.

### **Personal Data to be processed**

The Clare Covid Heroes Project will collect the following personal data as part of the project:

Name, phone number, email address and postal address of the nominator; for project administration purposes only.

Name, phone number, email address and postal address of the nominee, and 150 words on the reason they have been nominated; the nominee’s name will be printed on the certificate, they may be contacted by Clare County Council and details of their nomination may be used in media and communications as outlined above.

### **The legal basis for the personal data processing**

The legal basis for the processing is the consent of the data subject. A data subject can withdraw consent to the processing at any time, without affecting the lawfulness of the processing based on consent before its withdrawal.

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

Nominations will not be accepted or considered and a certificate cannot be provided.

### **Who will be the recipients or categories of recipients of the personal data?**

The recipients of the personal data will be:

Communications Officer, Clare County Council; 3 administrative staff, Clare County Council; and Cathaoirleach, Clare County Council.

### **Will the personal data submitted as part of this activity be shared with an international organisation or 3<sup>rd</sup> country?**

No.

### **How long is the personal data held by Clare County Council?**

The names, phone numbers, email addresses, addresses and nominations will be retained for two years and in accordance with the Council's records retention policy.

### **Data Protection Policy**

Clare 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 provided to us. It also informs as to our obligations and your rights under data protection law. To exercise these rights please see details in the Privacy Statement at the attached link above and the sample application forms on our website <http://www.clarecoco.ie/your-council/how-we-manage-information/data-protection/> (or available on request from the Data Protection office, see contact details above).

### **Your Rights**

Under certain circumstances, by law 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 Clare County Council. 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. Please note that to help protect your privacy; we take steps to verify your identity before granting access to personal data. Further details can be obtained from Clare County Council's website.

To exercise these rights or if you have any questions our data protection compliance please contact: Data Protection Officer, Telephone: (065) 6846405 or (065) 6846200, email: [dpa@clarecoco.ie](mailto:dpa@clarecoco.ie) Post: Áras Contae an Chláir, New Road, Ennis, Co Clare, V95 DXP2 or see details in this document: [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/)

### **Right to complain to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you received from Clare County Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commissioner who can investigate the matter for you. The Data Protection Commissioner's website: [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their office on: Lo Call Number: 1890 252 231, email: [info@dataprotection.ie](mailto:info@dataprotection.ie) Post: Data Protection Commissioner, Canal House, Station Road, Portarlington, Co Laois, R32 AP23.