

## **DATA PROTECTION – PRIVACY NOTICE**

### **Clare County Council – Shannon Municipal District Grants privacy notice**

In order for Community Groups/Organisations to avail of funding under the Shannon Municipal District Grant Schemes we will be required to collect, process and use certain types of information about applicants applying for the Shannon Municipal District Grant Schemes. 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) and may relate to the personal circumstances of you (as applicant) and members of your group who may also be part of the application.

### **Why do we have this privacy notice?**

Clare 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 Clare County Council that we will ensure the security of the personal data you provide to us.

Clare County Council creates, collects and processes a vast amount of personal data in various multiple formats on a daily basis. Clare 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 the 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.

### **Legal basis for the collection, processing and sharing of personal data as part of the Community Supports Scheme provision.**

Clare County Council, may, for the purpose of its functions under the Local Government Reform Act 2014 request all of the information contained in the Community Grant Scheme application which has been devised by the Shannon Municipal District, Clare County Council.

## **Types of Personal data required**

In advance of completing the application form you should read the eligibility criteria document which accompanies the form carefully.

Please provide all the relevant supporting documentation as outlined on the application form.

Failing to comply with the eligibility criteria of the scheme or to provide the required supporting documentation may result in your application being considered incomplete and delay your application.

All applicant groups are required to provide information on the following categories of data (where they are applicable) as stated on the application form.

- Personal details of applicant group (name, address, phone number, email address)
- Group's Tax details
- Details of ownership of land
- Quotations for proposed works

## **How your personal data will be used/processed by the Shannon Municipal District within Clare County Council**

### **Address, Phone numbers and email addresses**

When contacting us we may ask you for a contact detail such as address, a phone number or email address. If we do, we may use these contact details to contact you.

We will only contact you about matters that affect your application. No texts (or emails) will contain any information that could be used to identify you i.e. your name, so that if your phone is lost/stolen the messages could only be matched to the mobile phone the text was sent to.

### **Electronic storage and processing of your data**

The volume of customers the Council serves and range of services we provide requires an IT system to manage customer applications. Data from these applications is recorded on an Excel System and hard copy applications and related documentation are held in storage. Access to the data is controlled and restricted to relevant staff involved in assessing and processing the various services with other security measures such as passwords.

We will also be required to maintain an overview of your application history so that we can more effectively reengage with you if for whatever reason you decide to discontinue an application. The data we will be keeping as part of this overview of transaction history is as follows,

- Name and contact details
- Date of application
- Outcome of application
- Application form

The data you supply to Clare County Council as part of your application for the Shannon Municipal District Grant Schemes will only be used by Clare County Council for the purpose of processing the application and for essential purposes related to delivery of the service to you. This may entail sharing your data with other departments of Clare County Council that may be associated with your application.

If you do not wish that the personal data identified above that you supplied as part of your Shannon Municipal District Grant Schemes be shared, you should indicate this to the Shannon Municipal District, Town Hall , Shannon, Co. Clare in writing when making your application.

### **Prevention and detection of fraud**

Your data may also be shared with other sections within Clare County Council to make sure the information is accurate, to protect public funds, recover debt and/or prevent or detect fraud.

### **Records Retention Policy**

Clare 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 Clare County Council and what will happen to it after the required retention period has expired.

A copy of the National Retention Policy for Local Authority Records can be accessed via the LGMA website.

### **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 Clare County Council is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data. 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.

### **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 Clare 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.

You can engage with the Data Protection Commission in the following ways:

- By webform on the website;
- By post.
- Telephone Helpdesk

The Data Protection Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie)

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#### **Postal Address**

#### **Data Protection Commission**

21 Fitzwilliam Square South  
Dublin 2  
D02 RD28  
Ireland

Telephone	Helpdesk Hours 09:30 – 13:00 (Monday-Friday) 14:00 – 17:00 (Monday-Friday)	01 7650100 / 1800437 737
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