

Clare County Council - Privacy Notice – Healthy Clare Not Around Us Campaign – Feb 2021

➤ **Data Protection Privacy Notice for:**

The implementation of the Healthy Clare Not Around Us Campaign, February 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 council's 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 do we have this Privacy Notice?**

The Healthy Clare Not Around Us Campaign is an initiative of Clare County Council with the aim of implementing the Towards a Tobacco Free Ireland agenda; work "Towards a Tobacco and Vape Free Clare". As part of the project, it is intended to produce a map showing where all the participating organisations are located throughout the county. This is intended to give recognition to those organisations that are actively promoting tobacco free spaces in County Clare. The mapping may also encourage others to participate in the Not Around Us campaign.

The Healthy Clare Not Around Us Campaign will collect the following personal data as part of the project:

- A name/signature of a nominated organisational representative who with their signature commits the organisation to displaying the Not Around Us signage and endorses their participation in the campaign.

The Healthy Clare Not Around Us Campaign will collect the following organisational data as part of the project:

- Name, mailing and emailing address and telephone number of the organisation - for project administration purposes only.
- The organisation's Eircode is necessary to illustrate where participants of the Not Around Us signage are located; for publication of the Healthy Clare Not Around Us map.
- General information on the organisation will be sought to see their suitability. i.e. the type of organisation.

This privacy notice is to demonstrate our commitment to privacy, and to assure you that we will ensure the security of your personal data. The Council wants to ensure you understand how we will manage your data when you submit your organisational representatives name to the Healthy Clare Not Around Us campaign.

Clare County Council's contact details in relation to the Healthy Clare Not Around Us campaign are as follows: Healthy Clare Co-Ordinator, Clare County Council, Áras an Contae and Chláir, New Road, Ennis, Co Clare V95 DXP2, telephone number: (065) 682 6460, email: healthyclare@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

Clare County Council - Privacy Notice – Healthy Clare Not Around Us Campaign – Feb 2021

➤ **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 us of 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).

➤ **Processing and storage of your data**

Clare County Council will not be making the personal data of the organisation's nominated staff publicly available. Instead the organisation's Eircode information collected will be used to generate a map showing where the Healthy Clare Not Around Us participants and signage is located. The map will be in the public domain.

Data will be collected from the 17th of February to the 30th of June 2021, and all records other than the final map will be retained in accordance with the Council's records retention policy.

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

This project is based on consent and the need of the organisation's nominated staff member's name is to commit the organisation to displaying the Not Around Us signage on their premises safely and correctly.

➤ **Do we require your contact details?**

We do require your organisation's nominated staff member to sign the expression of interest form. The organisation's name, mailing and emailing address and telephone number will be collected for project administration purposes only. The organisation's Eircode is necessary to illustrate where participants of the Not Around Us signage are located; for publication of the Healthy Clare Not Around Us map.

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

This is an initiative of Clare County Council and data will **NOT** be shared with any third party or external organisation.

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

The expression of interest form will be kept as per council record retention policy.

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

Signage will not be given to applicants who do not provide their organisations name and Eircode, since one of the project outcomes is the generation of Not Around Us locations for publication in online or print format.

➤ **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.

Clare County Council - Privacy Notice – Healthy Clare Not Around Us Campaign – Feb 2021

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 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 or you can contact their office on: Lo Call Number: 1890 252 231, email: info@dataprotection.ie Post: Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co Laois, R32 AP23.