

Comhairle Chontae na Mí

Teach Buvinda, Bóthar Átha Cliath, An Uaimh,
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**Meath County Council**

Buvinda House, Dublin Road, Navan,
Co. Meath, C15 Y291

Tel: 046 – 9097000/Fax: 046 – 9097001

E-mail: customerservice@meathcoco.ie

Web: www.meath.ie

Registration No.: 00172770

Data Protection Privacy Statement for

COMM016 - Meath County Council Pride of Place including the Schools Scheme

Who we are and why do we require your information?

Meath County Council seeks to promote the economic, social and cultural development of County Meath and in doing so contribute significantly to improving the quality of life of the people of County Meath. The delivery of high quality services, tailored to meet the needs of all our customers, remains one of Meath 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 County Meath, we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, 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?

Meath 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 Meath County Council, we will ensure the security of the data you provide to us. Meath County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Meath 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 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.

Data Protection Policy

Meath 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.

What is the activity referred to in this Privacy Statement?

The aim of Pride of Place is to work in partnership with communities, to encourage best practice, innovation and leadership in providing vibrant sustainable communities that improve the quality of life for all.

Through its involvement in the Pride of Place Initiatives the Council promotes community activity and development to enhance a partnership approach between the council and the people that we serve, so that we can show Meath as the best County in which to live, work, rest, learn and play.

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

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Meath County Council [Article 6(1)(e) of the General Data Protection Regulations, 2016].

We require your 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 items of personal data do we need to undertake this activity?

- (a) Meath County Council Pride of Place application forms: name of group/ housing estate/ business/ school, name of group contact person, postal address, phone number, email address and signature, name of candidate put forward for the volunteer of the year
- (b) Supplier set up process for winning groups: name, address, contact number, email, bank account details.
- (c) Record of attendance at Pride of Place Award Ceremonies: name, participating group name and phone number

This personal data will be used for the following purpose(s):

- (a) contact details are required for correspondence with the applicant regarding judging and awards nights (if applicable)
- (b) payment details are required for processing prize payments for winning groups and schools
- (c) all other information requested on the application form is required to assess the application
- (d) In the interest of public safety and inline with public health guidelines, a record of those who attend the Pride of Place Award Ceremonies is taken and held, the details include the attendees: name, participating group name and phone number. This information is captured solely for the purpose of contact tracing should it be necessary.

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

Meath 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 Meath County Council shall have regard to the security and integrity of the data and will minimise the data shared.

In this activity, the data will be shared with the following recipients:

Group contact details will be provided to the adjudicators so that they can liaise re any changes to the judging date/time and a meeting location

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):

N/A

How long is this personal data held by Meath County Council?

Meath 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 Meath 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):

(a) Applications received will be held until all the prize and school payments are made plus Audit + 1 year after which time the scheme file including winners and school names are sent to off site storage. The application forms and any documents which contain personal data are destroyed by the contractor employed by the Council to carry out this service. Softcopy records are updated to remove personal data.

(b) Where applicable the financial information will be shredded as soon as the prize payment has been made.

(c) The information captured for attendance at the Pride of Place award ceremonies (attendee name, group they are representing and their phone number) will be kept for 28 days, this is required for contact tracing (should it be required) as set out under public health guidelines. After this date the personal information will be destroyed and only the name of the group in attendance will be kept.

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

If the applicant does not provide the requested information, the application submitted by the applicant may not be processed as part of the Pride of Place scheme and the applicant will not be considered further in the scheme.

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 Meath 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 Meath County Council (Data Controller) at the following address:

email: dataprotection@meathcoco.ie

Data Protection Officer,
Meath County Council,
Buvinda House,
Dublin Road,
Navan,
Co. Meath

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 Meath 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

Contact Data Protection Commissioner at <https://www.dataprotection.ie/en/contact/how-contact-us>

Phone Number: 01 765 0100/1800 437 737

Postal Address:

Data Protection Commissioner
21 Fitzwilliam Square South
Dublin 2
D02 RD28
Ireland