

# DUN LAOGHAIRE-RATHDOWN COUNTY COUNCIL



## **PRIVACY STATEMENT**

### **Community and Cultural**

### **Development Department**

## Contents

1.0	Introduction.....	3
2.0	Purpose of Privacy Statement.....	4
3.0	Definitions .....	4
4.0	Scope .....	5
5.0	Data Protection Policy.....	5
6.0	What Personal Data is Processed?.....	6
7.0	Why Personal Data is Processed .....	16
8.0	The Legal Basis for Processing Personal Data.....	16
9.0	How Personal Data is Obtained.....	17
10.0	How Personal Data is Processed.....	17
11.0	Sharing Personal Data with Third Parties .....	18
12.0	Records Retention Policy .....	24
13.0	Data Subject Rights.....	24
14.0	Further information .....	25
15.0	Complaints to the Data Protection Commission.....	25

## **1.0 Introduction**

The Role of the Community and Cultural Development Department is to work with communities and other organisations to enhance the quality of life for people living, working and visiting Dún Laoghaire-Rathdown. This is achieved through the provision of the following services/functions:

### **1.1 Community**

- 1.1.1 Administration of Community Employment Schemes;
- 1.1.2 Administration of grants schemes;
- 1.1.3 Administration of various committees (such as Joint Policing Committee, Local Community Development Committee, Local Policing Fora)
- 1.1.4 Support for various committees;
- 1.1.5 Administration of Events and Programmes;
- 1.1.6 Estate Management programme;
- 1.1.7 Processing of payments to suppliers;
- 1.1.8 Circulation of information;
- 1.1.9 Supporting Boards of Management in community facilities;
- 1.1.10 Financial Partner for Social Inclusion Community Activation Programme (SICAP).
- 1.1.11 High Security Lock Scheme
- 1.1.12 Comhairle na nOg

### **1.2 Libraries**

- 1.2.1 Support for various committees;
- 1.2.2 Administration of Events & Programmes;
- 1.2.3 Processing of payments to suppliers;
- 1.2.4 Circulation of information;
- 1.2.5 Provision of a library service (including library membership administration and circulation of collections, programming of events and access to other library services, e.g. online).

### **1.3 Arts**

- 1.3.1 Administration of grants schemes;
- 1.3.2 Administration of Events and Programmes;
- 1.3.3 Circulation of information;

- 1.3.4 Supporting Boards;
- 1.3.5 Programming and administration of the Arts Programme.

#### **1.4 Music Generation**

- 1.4.1 Music generation programme;
- 1.4.2 Processing of payments to suppliers

#### **1.5 Parks**

- 1.5.1 Cemeteries
- 1.5.2 Commemorative benches
- 1.5.3 Allotments
- 1.5.4 Permits/events
- 1.5.5 Grant payments
- 1.5.6 Allocating pitches and floodlight tokens
- 1.5.7 Sports awareness events

#### **1.6 CoCo Markets & Casual Trading**

- 1.6.1 Market Traders/Casual Trading Licences

## **2.0 Purpose of Privacy Statement**

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data the Community and Cultural Development Department may collect about individuals, why it is needed, how it is used and how individuals may interact with the Community & Cultural Development Department in relation to their personal data. It also outlines the rights of individuals under data protection legislation in relation to the processing of their personal data.

## **3.0 Definitions**

For the purposes of this privacy statement the following definitions apply:

- 3.1 **Data Subject:** is an identified or identifiable living individual who is the subject of personal data
- 3.2 **Personal Data:** any information relating to an identified or identifiable natural person (data subject); an identifiable natural person is one who

can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological genetic, mental, economic, cultural or social identity of that person.

- 3.3 **Special Categories of Personal Data:** is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data processed for the purpose of uniquely identifying a natural person; data concerning health and data concerning a natural person's sex life or sexual orientation.
- 3.4 **Processing:** is widely defined under the GDPR and means performing any operation or set of operations on personal data, whether or not by automated means, including:
- the collection, recording, organisation, structuring or storing of the data;
  - the adaptation or alteration of the data;
  - the retrieval, consultation or use of the data;
  - the disclosure of the data by their transmission, dissemination or otherwise making the data available;
  - the alignment or combination of the data; or
  - the restriction, erasure or destruction of the data
- 3.5 **Data concerning health:** means personal data relating to the physical or mental health of an individual, including the provision of health care services to the individual, that reveal information about the status of his or her health.

#### **4.0 Scope**

This statement applies to all personal data processed by the Community & Cultural Development Department in physical or electronic format relating to the services and functions outlined in Section 1.0.

#### **5.0 Data Protection Policy**

The Community & Cultural Development Department process significant amount of personal data in various formats on an on-going basis. Dun Laoghaire-Rathdown County

Council is committed to ensuring that personal data processed by its Community & Cultural Development Department is:

- Obtained lawfully, fairly and in a transparent manner;
- Obtained for a specified, explicit and legitimate purposes only;
- 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 in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

Dun Laoghaire-Rathdown County Council Data Protection Policy goes into more detail as to how it intends meeting these commitments.

## 6.0 What Personal Data is Processed?

Details of the personal data processed by each of the services/functions of the Community & Cultural Development Department are contained in the following tables:

### 6.1 Community

<b>Table 6.1.1</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Administration of Community Employment Schemes</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• PPS Number</li> <li>• Social Welfare details</li> <li>• Bank details</li> <li>• Date of birth</li> <li>• Wages</li> </ul>

	<ul style="list-style-type: none"> <li>• Details of family members</li> <li>• Criminal records</li> </ul>
--	---

<b>Table 6.1.2</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Administration of Grant Schemes</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Bank details</li> <li>• Tax clearance details</li> <li>• Financial status</li> <li>• Other sources of income/ funding</li> </ul>

<b>Table 6.1.3</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Administration of various Committees</b> (Joint Policing Committee, Local Community Development Committee, Local Policing Fora)	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Photographic images</li> </ul>

<b>Table 6.1.4</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Support for various Committees</b> (Area Committees, Garda Older Persons Association (GOPA), Older Persons Council, statutory committees administered by other Departments)	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> </ul>

<b>Table 6.1.5</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Administration of Events and Programmes</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers,</li> </ul>

	email addresses) <ul style="list-style-type: none"> <li>• Photographic images</li> </ul>
--	--

<b>Table 6.1.6</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Estate Management Programme</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> </ul>

<b>Table 6.1.7</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Processing of payments to suppliers</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Bank details</li> <li>• Category of supplier</li> <li>• VAT/TRN/PPS Number</li> <li>• Tax clearance details</li> <li>• Payment details</li> </ul>

<b>Table 6.1.8</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Circulation of Information</b> (re Grants/Activities to community groups)	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> </ul>

<b>Table 6.1.9</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Supporting Boards of Management in Community Facilities</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• PPS number</li> <li>• Recruitment/medical/payroll/</li> </ul>



	HR details
--	------------

<b>Table 6.1.10</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Financial Partner for Social Inclusion Community Activation Programme (SICAP)</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• PPS number</li> </ul>

<b>Table 6.1.11</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>High Security Lock Scheme</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Special category data</li> <li>• Medical/Health details, Personal circumstances</li> </ul>

<b>Table 6.1.12</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Comhairle na nOg</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details (phone numbers, email addresses)</li> </ul>

## 6.2 Libraries

<b>Table 6.2.1</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Support for various Committees</b> (administered by other Sections and Departments)	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers,</li> </ul>

	email addresses)
--	------------------

<b>Table 6.2.2</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Administration of Events and Programmes</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Photographic images</li> </ul>

<b>Table 6.2.3</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Processing of payments to suppliers</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Bank details</li> <li>• Category of supplier</li> <li>• VAT/TRN/PPS Number</li> <li>• Tax clearance details</li> <li>• Payment details</li> </ul>

<b>Table 6.2.4</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Circulation of Information</b> (Via Ezine on relevant Libraries activities, events, clubs, and callouts)	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> </ul>

<b>Table 6.2.5</b>	
<b>Services/ Function</b>	<b>Personal Data processed</b>
<b>Provision of a Library Service</b> (Library Administration, library membership administration and circulation of collections, programming of events and access to other library services)	Personal Data <ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Date of birth</li> <li>• Gender</li> </ul>

	<ul style="list-style-type: none"> <li>• Contact details (phone numbers, email addresses) (For childrens accounts, the same contact details are requested from an adult guarantor)</li> <li>• Library card number and pin</li> <li>• Details relating to borrowing of books</li> <li>• Register of electors data</li> <li>• Requests/feedback/suggestions</li> <li>• Incident logs</li> <li>• CCTV footage</li> </ul> <p>Special Category Data</p> <ul style="list-style-type: none"> <li>• Language Preference</li> </ul>
--	--

### 6.3 Arts

<b>Table 6.3.1</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Administration of Grant Schemes</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Bank details</li> <li>• Tax clearance details</li> <li>• Financial status</li> <li>• Other sources of income/ funding</li> <li>• Information required as part of the application may include C.V.'s and details/images of previous work</li> </ul>

<b>Table 6.3.2</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Administration of Events and Programmes</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> </ul>

	<ul style="list-style-type: none"> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Photographic images</li> </ul>
--	--

<b>Table 6.3.3</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Circulation of Information</b> (re arts activities/events/grants/call outs to various groups)	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> </ul>

<b>Table 6.3.4</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Supporting Boards</b> (Public Art Steering Group)	Personal Data <ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• PPS number</li> <li>• Recruitment/Payroll/HR details</li> </ul> Special Category Data <ul style="list-style-type: none"> <li>• Health/Medical conditions</li> </ul>

<b>Table 6.3.5</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Programming and administration of the Arts Programme</b>	Personal Data <ul style="list-style-type: none"> <li>• Name</li> <li>• Address / Eircode</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Information required as part of an application or tender for funding, commissions or other opportunities. (This may include details such as C.V. and details/images of previous work).</li> </ul>

	<ul style="list-style-type: none"> <li>Financial details required for setting up for processing payments</li> <li>Photographs taken at events, talks and performances</li> </ul> <p>Special Category Data</p> <ul style="list-style-type: none"> <li>Health/Medical conditions (Booking for certain events, such as the dementia inclusive gallery tours, indicates certain health related information, due to the nature of the event).</li> </ul>
--	---

## 6.4 Music Generation

<b>Table 6.4.1</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Music Generation programme</b>	Personal Data <ul style="list-style-type: none"> <li>Name</li> <li>Address</li> <li>Contact details</li> <li>CVs</li> <li>Name of parent/guardian</li> </ul> Special Category Data <ul style="list-style-type: none"> <li>Health/Medical conditions</li> </ul>

<b>Table 6.4.2</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Processing of payments to Music Generation suppliers</b>	<ul style="list-style-type: none"> <li>Name</li> <li>Address</li> <li>Email and phone number</li> <li>Bank details</li> <li>Category of supplier</li> <li>VAT/TRN/PPS Number</li> <li>Tax clearance details</li> <li>Payment details</li> </ul>

## 6.5 Parks

<b>Table 6.5.1</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Cemeteries</b> (including accessing burial records online; purchasing of graves; managing interments in our cemeteries; closed burial grounds grants; purchasing of urns and niches in Columbarium Wall; facilitating opening of graves/exhumations; providing a Registry of Burials; processing of headstone erection permits):	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details (phone numbers, email addresses)</li> </ul>

<b>Table 6.5.2</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Providing commemorative benches/trees:</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Location details</li> </ul>

<b>Table 6.5.3</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Managing allotments:</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Location details/plot number</li> </ul>

<b>Table 6.5.4</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Permits/Events</b> (Processing of permits for filming in Parks, Cemeteries or Heritage Buildings; events in	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details (phone numbers,</li> </ul>

Parks; events for biodiversity; rental of properties within parks & provision of tea rooms)	<p>email addresses)</p> <ul style="list-style-type: none"> <li>• Copy of Insurance</li> <li>• Location details</li> <li>• Date of event and length of event</li> </ul>
---	--

<b>Table 6.5.5</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Grant payments</b> (for Heritage, Events & Sports)	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Insurance details</li> <li>• PPS/VAT number</li> <li>• Bank Details</li> </ul>

<b>Table 6.5.6</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Allocating pitches and floodlight tokens</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Location</li> </ul>

<b>Table 6.5.7</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Sports awareness events</b> (information and awareness events on Disabilities Sports Services, Code of Ethics/Child Protection Workshops & Seminars and Sports Partnership Participation Training for Teachers; Organising Sports Partnership Interventions)	<p>Personal data</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details (phone numbers, email addresses)</li> <li>• Emergency contact name and number</li> <li>• Where appropriate, confirmation of being over 18 years of age</li> <li>• Club/Group member of</li> </ul> <p>Special Category Data</p>

	<ul style="list-style-type: none"> <li>• Health/Medical condition (only where necessary)</li> </ul>
--	---

## 6.6 CoCo Markets and Casual Trading

<b>Table 6.6.1</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Market Traders/Casual Trading Licences</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details (phone numbers, email addresses)</li> </ul>

## 7.0 Why Personal Data is Processed

Personal data is processed by the Community & Cultural Development Department in order to deliver the services/functions outlined in section 1.0.

If the Community & Cultural Development Department proposes to process personal data for a purpose other than it was obtained it will, prior to such processing, provide the data subject with information on that purpose and any other relevant information.

## 8.0 The Legal Basis for Processing Personal Data

The legal basis for processing personal data by the Community & Cultural Development Department is mostly contained in the following legislation:

- Local Government Act 2001 (as amended) – Part 9, Chapter 3, Section 65, 66 and 67
- Local Government Reform Act 2014 (as amended) - Sections 36, 48 and 57
- Local Government Act 1994 - Part VII
- Local Government (Miscellaneous Provisions) Act 2012 (Transfer of Functions of An Chomhairle Leabharlanna) Order 2012 - Section 3
- National Vetting Bureau (Children and Vulnerable Persons) Act 2012 - Section 12
- Arts Act 2003 - Section 6
- Casual Trading Act 1995 - Section 4



- European Communities Act 1972 (as amended) - Section 3 by European Communities Act 2007
- Planning & Development Regulations 2001-18 - Part 8, Article 81
- Planning & Development Act 2000 - Part 8 and Section 179
- Road Traffic Act 1993 (as amended) - Section 75
- Rules & Regulations of Burial Grounds 1888 (as amended)

## **9.0 How Personal Data is Obtained**

Most of the personal data collected by the Community & Cultural Development Department is obtained directly from data subjects availing of the services/functions outlined at section 1.0.

## **10.0 How Personal Data is Processed**

The processing of personal data by staff within the Community & Cultural Development Department is generally carried out using:

### **10.1 Community**

- Hard Copy files
- Electronic files
- Databases (Customer Relationship Management)
- Productivity Applications (Microsoft Office)
- Collaboration Applications (Microsoft Teams, Microsoft Outlook)

### **10.2 Libraries**

- Hard Copy files
- Electronic files
- Databases (Customer Relationship Management, Eventbrite)
- Productivity Applications (Microsoft Office)
- Collaboration Applications (Microsoft Teams, Microsoft Outlook)

### **10.3 Arts**

- Hard Copy files
- Electronic files
- Databases (Customer Relationship Management, Eventbrite)

- Productivity Applications (Microsoft Office)
- Collaboration Applications (Microsoft Teams, Microsoft Outlook)

#### **10.4 Music Generation**

- Hard Copy files
- Electronic files
- Databases (Customer Relationship Management)
- Productivity Applications (Microsoft Office)
- Collaboration Applications (Microsoft Teams, Microsoft Outlook)

#### **10.5 Parks**

- Hard Copy files
- Electronic files
- Databases (Customer Relationship Management, Core, Citrix, Agresso)
- Productivity Applications (Microsoft Office)
- Collaboration Applications (Microsoft Teams, Microsoft Outlook)

#### **10.6 CoCo Markets & Casual Trading**

- Hard Copy files
- Electronic files
- Databases (Customer Relationship Management)
- Productivity Applications (Microsoft Office)
- Collaboration Applications (Microsoft Teams, Microsoft Outlook)

### **11.0 Sharing Personal Data with Third Parties**

The sharing of personal data with third parties will only occur in circumstances that are permitted by law.

Details of the sharing of personal data by the Community and Cultural Development Department with third parties are contained in the following tables:

#### **11.1 Community**

<b>Table 11.1.1</b>
---------------------

<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Administration of Community Employment Schemes</b>	<ul style="list-style-type: none"> <li>• Department of Employment and Social Protection - For payment purposes</li> <li>• National Garda Vetting System - For vetting purposes</li> </ul>

**Table 11.1.2**

<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Administration of Grant Schemes</b>	<ul style="list-style-type: none"> <li>• Applicants' banks - For payment purposes</li> </ul>

**Table 11.1.3**

<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Administration of various Committees</b>	<ul style="list-style-type: none"> <li>• Photos shared with media - For promotional purposes subject to consent</li> </ul>

**Table 11.1.4**

<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Support for various Committees</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Table 11.1.5**

<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Administration of Events &amp; Programmes</b>	<ul style="list-style-type: none"> <li>• Photos shared with media - For promotional Purposes subject to consent</li> </ul>

**Table 11.1.6**

<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Estate Management Programme</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Table 11.1.7**

<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Processing of payments to suppliers</b>	<ul style="list-style-type: none"> <li>• Suppliers' banks - For payment purposes</li> </ul>

<b>Table 11.1.8</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Circulation of Information</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

<b>Table 11.1.9</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Supporting Boards</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

<b>Table 11.1.10</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Financial Partner for Social Inclusion Community Activation Programme (SICAP)</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

<b>Table 11.1.11</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>High Security Lock Scheme</b>	Locksafe Locksmiths. Locksmith contracted to fit the locks

<b>Table 11.1.12</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Comhairle na nOg</b>	Foroige. Company contracted to manage Comhairle.

## **11.2 Libraries**

<b>Table 11.2.1</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Support for various Committees</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

<b>Table 11.2.2</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Administration of Events &amp; Programmes</b>	<ul style="list-style-type: none"> <li>Photos shared with media - For promotional Purposes subject to consent</li> </ul>

<b>Table 11.2.3</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Processing of payments to suppliers</b>	<ul style="list-style-type: none"> <li>Suppliers' banks - For payment purposes</li> </ul>

<b>Table 11.2.4</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Circulation of Information</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

<b>Table 11.2.5</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Provision of a library service</b>	<ul style="list-style-type: none"> <li>LGMA - Data relating to the circulation of stock shared with other Local authority public library services.</li> <li>Members of the Public/Media outlets - for promotional purposes subject to consent</li> <li>Event Management company - for the purpose of managing access to the event.</li> </ul>

### **11.3 Arts**

<b>Table 11.3.1</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Administration of Grant Schemes</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

<b>Table 11.3.2</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Administration of Events &amp; Programmes</b>	<ul style="list-style-type: none"> <li>Photos shared with media - For promotional Purposes subject to consent</li> </ul>

<b>Table 11.3.3</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>

<b>Circulation of Information</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
-----------------------------------	---

<b>Table 11.3.4</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Supporting Boards</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

<b>Table 11.3.5</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Arts Programme &amp; administration</b>	<ul style="list-style-type: none"> <li>Members of the Public/Media outlets - for promotional purposes subject to consent</li> <li>External evaluators and project partners - for the purpose of assessing tender submissions and assessment of projects.</li> <li>Event Management company - for the purpose of managing access to the event.</li> </ul>

#### **11.4 Music Generation**

<b>Table 11.4.1</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Music Generation</b>	<ul style="list-style-type: none"> <li>Photos shared with partners/media - For promotional purposes subject to consent</li> </ul>

<b>Table 11.4.2</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Processing of payments to suppliers</b>	<ul style="list-style-type: none"> <li>Suppliers' banks - For payment purposes</li> </ul>

#### **11.5 Parks**

<b>Table 11.5.1</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Cemeteries</b>	<ul style="list-style-type: none"> <li>Members of public -</li> </ul>

	<ul style="list-style-type: none"> <li>• Irish Genealogical Society -</li> <li>• Environmental Health Officer (EHO) -</li> </ul>
--	--

<b>Table 11.5.2</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Providing commemorative benches/trees:</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

<b>Table 11.5.3</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Managing allotments:</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

<b>Table 11.5.4</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
Processing of permits for filming in Parks, Cemeteries or Heritage Buildings; events in Parks; events for biodiversity; rental of properties within parks & provision of tea rooms:	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

<b>Table 11.5.5</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Processing grant payments</b> (for Heritage, Events & Sports):	<ul style="list-style-type: none"> <li>• Applicants' banks - For payment purposes</li> </ul>

<b>Table 11.5.6</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Allocating pitches and floodlight tokens:</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

<b>Table 11.5.7</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Sports Awareness Events</b>	<ul style="list-style-type: none"> <li>• Sport Ireland for national database of Safeguarding workshop attendees</li> </ul>

	<ul style="list-style-type: none"> <li>• Active Connections for participants in Water Sports Inclusion Camps</li> <li>• Eventbrite for online registration to training workshops and programmes</li> </ul>
--	--

## 11.6 CoCo Markets and Casual Trading

<b>Table 11.6.1</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Market Traders/Casual Trading Licences</b>	<ul style="list-style-type: none"> <li>• Market managers – in order to manage the markets</li> </ul>

## 12.0 Records Retention Policy

The Community & Cultural Development Department practices in relation to the retention of personal data are guided by the Local Government Management Agency's (LGMA) National Retention Policy for Local Authority Records and any updates that are issued by the LGMA.

## 13.0 Data Subject Rights

Data subjects have a range of rights under GDPR. These include the following:

- The right to be informed;
- The right of access;
- Right to rectification of inaccurate or incomplete data;
- The right to erasure (also known as the 'right to be forgotten') of personal data;
- The right to portability;
- The right to object to the processing of personal data;
- The right to restrict the processing of personal data;
- Rights in relation to automated decision making, including profiling.

Dun Laoghaire County Council has developed a Data Protection Policy which provides more detailed information on the rights of a data subject and how to exercise them. The



Council's Corporate Affairs Department deal with all requests in relation to the rights of a data subject. Their contact details are as follows:

Data Protection Co-Ordinator,  
Dun Laoghaire-Rathdown County Council  
Marine Road  
Dun Laoghaire  
County Dublin  
Tel.: 01 2054700  
E-mail: [dataprotection@dlrcoco.ie](mailto:dataprotection@dlrcoco.ie)

#### **14.0 Further information**

Further information and advice on the operation of this privacy statement is available from the Data Protection Officer, Dun Laoghaire-Rathdown County Council. Contact details for the County Council's Data Protection Officer are as follows:

Data Protection Officer,  
Dun Laoghaire-Rathdown County Council  
Marine Road  
Dun Laoghaire  
County Dublin  
Tel.: 01 2054700  
E-mail: [dataprotectionofficer@dlrcoco.ie](mailto:dataprotectionofficer@dlrcoco.ie)

#### **15.0 Complaints to the Data Protection Commission**

If a Data subjects is not satisfied with any aspect of this statement may make a complaint to the Council's Data Protection Officer. The contact details for the Data Protection Officer are outlined at 14.0 above. However, a data subject may also make a complaint to the Data Protection Commission in following circumstances:

- a) If they experience a delay outside of the prescribed timeframe for making a decision on a data subject right request;
- b) If they are dissatisfied with a decision by Dun Laoghaire-Rathdown County Council on their data subject right request;

- c) If they consider that Dun Laoghaire-Rathdown County Council's processing of their personal data is contrary to data protection legislation.

The Contact details for the Data Protection Commission are as follows:

Data Protection Commission,  
21 Fitzwilliam Square South  
Dublin 2  
D02 RD28  
Tel.: +353 578 648 800 or +353 761 104 800  
E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)  
Website: [www.dataprotection.ie](http://www.dataprotection.ie)

Wp Ref: 444,696