



Comhairle Chontae Liatroma Leitrim County Council

PRIVACY STATEMENT for

Leitrim County Council Community Climate Action Programme Fund Application Process

Who are we?

Leitrim County Council (the Council) is the democratically elected unit of Local Government in County Leitrim and is responsible for providing a range of services to meet the economic, social and cultural needs of the people of our County. In order to provide the most effective and targeted services to meet the needs of the citizens, communities and businesses of County Leitrim we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, information sought may include 'personal data' as defined by the Data Protection Acts and 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 or to carry out functions in the public interest.

Why do we have a Privacy Statement?

This privacy statement has been created to demonstrate the Council's commitment to you that personal data which you may be required to supply to us, to enable us to provide services, is;

- Obtained lawfully, fairly and in a transparent manner.
- Obtained for only specified, identified and legitimate purposes.
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained.
- Is collected and processed accurately and kept up to date (where necessary).
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy at

http://leitrimcoco.ie/eng/Your-Council/Data_Protection_FOI/Privacy/Leitrim-County-Council-Privacy-Policy.html

You can request a hard copy at 071 9620005.



Comhairle Chontae Liatroma Leitrim County Council

What is the activity referred to in this Privacy Statement?

This statement refers to the processing of personnel data in respect of:

- Administration of the Community Climate Action Programme Fund

What is the basis for making the processing of this personal data 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 Leitrim County Council in accordance with Article 6(1)(e) of the General Data Protection Regulation, 2016. Specifically, the lawful basis for the procedures is listed below:

Processing of the processing of the personal data, for the activity listed above, is carried out with the consent of the data subject in accordance with Section 71(1) of the Data Protection Act 2018.

Additional lawful basis for the processing of personal data associated with the listed activities is:

- The legislative provisions governing the establishment and operation of the Climate Action Fund as set out in Sections 37A and 37B of the National Oil Reserves Agency Act, 2007 as inserted by Sections 14 and 15 of the National Oil Reserves Agency (Amendment) and Provision of Treasury Services Act, 2020 and the establishment of the Community Climate Action Programme in the National Climate Action Plan pursuant to Section 6 of the Climate Action and Low Carbon Development (Amendment) Act 2021

What categories of personal data is held by Leitrim County Council?

The types of personal data you may be asked to supply can be categorised as follows;

- Details of names, addresses, e-mail addresses, telephone numbers, financial details of community groups or organisations applying for grants under the Community Climate Action Fund.

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

The Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other Leitrim County Council departments, organisations, Government Departments or entities in Ireland. Where this is required, the Council shall have regard to your rights, to the security and integrity of the data and will minimise the data shared.

Data is **NOT** transferred to another country.



Comhairle Chontae Liatroma Leitrim County Council

How long is my data kept for?

The Council has a detailed record retention policy which outlines time periods for which your personal data will be retained and what will happen to it after the required retention period has expired. A copy of Record Retention Policy (Refer to Environment Retention Schedule) can be accessed via the following link

http://www.leitrimcoco.ie/eng/your-council/data_protection_foi/privacy/records-retention-schedules.html

Do you need to update your records?

Leitrim County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date.

In addition, if the data held by us is found to be inaccurate you have the right to rectify / correct this. If you find that personal data we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by:

Writing to us at: Leitrim County Council, Áras an Chontae, Carrick-on-Shannon, Co. Leitrim. N41PF67
Emailing us at customerservices@leitrimcoco.ie

When making a request to update your record please provide evidence to support this - for example a copy of a document containing your new address – utility (Gas, Electricity, Phone) bill etc.

Your rights:

You have the right to obtain confirmation as to whether data concerning you exists, to request access to personal data held about you, to be informed of the content and source of data and check its accuracy.

If the data held by us is found to be inaccurate you have the right to rectify / correct this – see above on how to update your records. You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Council. You also have the right to data portability where technically feasible.

Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.



Comhairle Chontae Liatroma Leitrim County Council

To exercise these rights please contact us through details set out below

Leitrim County Council – Data Protection Officer

Phone	071 9620005
E-mail	dpo@Leitrimcoco.ie
Postal Address	Áras an Chontae, Carrick-on-Shannon, Co Leitrim. N41 PF67.

Right of Complaint to the Data Protection Commissioner

If you are not satisfied with the outcome of the response received by the Council, 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 or you can contact their Office at:

Phone Number	01 7650100 / 1800437 737
E-mail	info@dataprotection.ie
Postal Address	Data Protection Commissioner, 21 Fitzwilliam Square South, Dublin2. D02 RD28

Changes to Privacy Statement for the Community Climate Action Programme Funding

We may make changes to this Statement. If we make any changes, they will be posted through the application portal with the "Last Updated" date below.

LAST UPDATED ON 5 December 2023