

# **Data Protection Privacy Statement for Applications for Leave and Work Life Balance Schemes**

(This document is for information purposes only)

## **Who we are and why do we require your information?**

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

Leitrim 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 Leitrim Council that we will ensure the security of the data you provide to us. Leitrim County Council creates,



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collects, and processes a significant amount of personal data in various multiple formats on a daily basis.

Leitrim 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**

Leitrim County Council has a detailed Data Protection Policy that outlines how we, as a public body, are committed to ensuring the security of any personal data you provide to us.

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

Relevant employment legislation and Departmental circular letters, for example the Parental Leave Acts 1998 - 2006, the Public Service Management (Sick Leave) Regulations 2014, Paternity Leave and Benefit Act 2016, Maternity Protection Acts 1994 - 2004, etc.

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

Data may be shared with other local authorities, public service organisations and occupational health physicians. For example, if an employee takes up duty with another local authority/public service organisation, details of statutory leave taken within certain timelines, i.e., sick leave, parental leave, etc., is shared with them. In addition, in certain circumstances, ICT service providers may have controlled access to personal data.



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### **How long is this personal data held by Leitrim County Council?**

Leitrim County Council currently holds personal data in relation to applications for leave and work/life balance schemes on an individual employee's personal file and the data submitted will be deleted in accordance with a national Retention Policy in relation to this activity, when such a policy is devised.

### **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 Leitrim 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 Leitrim County Council (Data Protection Officer) using either of the below contact methods:

email: [dpo@leitrimcoco.ie](mailto:dpo@leitrimcoco.ie)

or by calling 071-9620005

### **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 Leitrim 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](http://www.dataprotection.ie) or you can contact their office at:

Lo Call Number: 1890 252 231

E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address:



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Data Protection Commissioner  
Canal House, Station Road, Portarlinton. Co. Laois. R32 AP23



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