



Comhairle Chontae Liatroma Leitrim County Council

Data Protection Privacy Statement for

Small and Medium Enterprise Support Scheme 2021

(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 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 Small and Medium Business Support scheme will pay a financial support to occupiers of commercial properties with a total annual commercial rate bill of up to and including €25,000 in 2021. The support payment of 9% of 2021 rates, subject to a maximum payment of €1,000, is aimed specifically at small and medium-sized businesses. Terms and Conditions of the Scheme: Applicants must be the occupiers of a commercially rated property Leitrim County, which meets the following criteria: · Total commercial rates invoice(s) must not exceed €25,000 in 2021. · Applications are to be made by the rated occupier only - Applications by Owner or Landlord on behalf of a Tenant do not qualify. · The Commercial Rates for 2021 relating to the relevant account must be paid in full by 31st December 2021. · The scheme is now open to customers with arrears on their rates account, subject to certain conditions.



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Please contact your Revenue Collector to discuss how you may become eligible for the SME financial support.

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

Article 6.1.e. of the GDPR in conjunction with Poor Relief Ireland Act, 1838 - Local Government Reform Act, 2014

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 other items of personal data do we need to undertake this activity?

Of the following list some or all maybe required in order to process the Application for the Small and Medium Enterprise Support Scheme 2021:

- Name Address
- Phone Email
- Tax Number Council Rates
- Customer Number Council Supplier Number
- Bank Account Header

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

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

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



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Your data will not be shared externally and internally will only be shared within the Accounts Receivable & Accounts Payable Departments of Limerick City & County Council.

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):

It is not intended to transfer this data to a different country.

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

The data processed as part of this activity will be retained for the following period(s):

Records are retained as per the National Retention Policy for Local Authority Records. Click below for further details:

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

The data processed as part of this activity will be retained for the following period(s):

For existing customers keep records for duration of relationship. For historical customers retain for 7 Years after last transaction then offer to Archivist

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

We will be unable to assess the application and therefore the application will be refused.

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



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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

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 or you can contact their office at:

Phone Number: **01 7650100 / 1800 437 737**

E-mail: info@dataprotection.ie

Postal Address:

Data Protection Commissioner,
21 Fitzwilliam Square South,
Dublin2. D02 RD28