



Comhairle Chontae Liatroma Leitrim County Council

Data Protection Privacy Statement for

Veterinary Services

(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.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We may share your personal data with the following parties in connection with our processing of your personal data.



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Service Name	Purpose/Activity	Types of Data	Lawful Basis for Processing - In accordance with Article 6.1 (b), (c) and/or Article 6.1 (e) of GDPR in conjunction with:	Data sharing within and outside the Council
Control of Horse Byelaws	Horse and other equine animal's removal from public areas and in some cases private lands, retrieval by owners. Disposal of unclaimed animals.	Identity data , contact data, transaction data	Control of Horses Act 1996 and the Local Government Act 2001. Limerick City and County Council (Control of Horses) Bye-Laws 2017.	Data sharing within the Council: Data is shared with Customer Services and Finance to facilitate payments for reclaiming. Data sharing outside the Council: Data is shared with the Council solicitors and the agent collecting horses on behalf of Council.
Abattoirs Inspections	Food Safety Authority of Ireland (FSAI) records reporting, invoicing for services.	Identity data, contact data, transaction data	Food Safety Authority of Ireland Act 2005 (as amended), Animal Welfare Act, - European Union (Protection of Animals at Time of killing) Regs 2013, Council Regulation (EC) No 1099/2009 European Communities (Control of Animal Remedies and Residues) Regulations 2009 (S.I. 183/2009) is the legal basis for the National Residue Control Plan. FSAI Act 1998 Section 51 is the legal basis for taking samples as part of the National Control Plan for official samples. Abattoirs Act 1988.	Data sharing outside the Council: Data is shared with FSAI & Department of Agriculture under FSAI Act 2005 (as amended) European Union (Protection of Animals at time of killing) Regulations 2013, Council Regulation (EC) No 1099/2009
Dog Breeding Establishments Registration	Register Dog Breeding Establishments	Identity data, contact data, transaction data	Dog Breeding Establishments Act 2010 (as amended).	Data sharing within the Council: Data is shared with Finance/Customer Services if Dog Breeding Establishment is paying fees, queries. Data sharing outside the Council: Limited Public Register available on Council Website. Statistical Data shared with Department of Rural and Community Development. Data shared with Legal Team if prosecutions undertaken.



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Dog Breeding Establishments Inspection	Compliance with Dog Breeding Licence	Identity data, contact data, transaction data	Dog Breeding Act 2010 (as amended).	Data sharing within the Council: Data is shared with Finance/Customer Services if Dog Breeding Establishment is paying fees, queries. Data sharing outside the Council: Limited Public Register available on Council Website. Statistical Data shared with Department of Rural and Community Development. Data shared with legal team if prosecutions undertaken.
Dogs Control	Obtain dog Licence, renew dog Licence, lifelong licence and general licence.	Identity data, contact data, transaction data	Control of Dogs Act 1986 - 1992	Data sharing within the Council: Data is being shared with Customer Services and the cash office for issuing of dog licences purposes & answering queries on same. Data sharing outside the Council: An Post and Data Ireland operating Dog Licences.ie, individuals providing data to licence his/her dog.
Horse Control & Other Equine Animals	Ownership of horses removed from public/private lands, microchipping.	Identity data, contact data, transaction data	Control of Horses Act 1996	Data sharing outside the Council: Data on microchipping of horses is being shared with Department of Agriculture and the following approved bodies for registering horse ownership. (Leisure Horse Ireland; Horse ID at Department of Agriculture; Horse Sport Ireland; Irish Pony Society; Irish Cob Society; Weatherbys Ireland). Agents acting on behalf of the Council collect horses and any information relating to same. Statistical data to the Department of Agriculture. Data sharing within the Council: Data is shared with the cash office & Customer Services receiving payments, documentation in relation to releasing animals is also shared with Customer Services & the Cash Office.

Meat Processing Plants Inspections	Food Safety Authority of Ireland records reporting invoicing for services	Identity data, contact data, transaction data	Food Safety Authority of Ireland 2005 (as amended), European Union (Protection of Animals at Time of Killing) Regulations 2013, Council Regulation (EC) No 1099/2009 - For the performance of a contract to which the data subject (customer) is party.	Data sharing outside the Council: Data is shared with FSAI & Department of Agriculture
Dog fines and prosecutions	Control of Dogs	Identity data, contact data, transaction data	Control of Dogs Acts 1986-1992	Data sharing within the Council: Data is shared with Litter Enforcement Officers - dog fouling issue crossover with Dog Wardens/Environmental Inspectors. Possible prosecutions occur under various sections of different legislation by respective staff. Data is also shared with the Cash Office/Customer Services processing litter fine payments.
Dog Shelter Operation	Surrender of dogs, Rehoming of dogs, Register of transfer of microchipped dogs, Register of names rehoming/reclaiming dogs, receipts for payments.	Identity data, contact data, transaction data	Control of Dogs Act 1986 - 1992. Control of Dogs Act Microchipping of Dogs (Amend) Regulations 2015.	Data sharing within the Council: Data is shared with Finance/Customer Services, persons paying rehoming fees, dog licences etc. Data sharing outside the Council: Data is shared with FIDO.

We require your contact details



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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?

The personal data you may be required to supply to the Council, or may be collected through other sources (i.e. investigations by Council staff; information from other third parties or agents acting on your behalf) are outlined in the above table under Type of Data.

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

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

The Council will not be in a position to provide Veterinary Services in accordance with the aforementioned legislation

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 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

We may make changes to this Statement. If we make any changes they will be posted on this page, and we will change the "Last Updated" date below.

LAST UPDATED ON 11th October 2021