



# Comhairle Chontae Liatroma Leitrim County Council

## Privacy Statement for

### Preparation and publishing of Register of Electors

#### 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](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.



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## **What is the activity referred to in this Privacy Statement?**

Production of the Leitrim Register of Electors and associated Balancing List Register and reports.

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

Processing is necessary in the exercise of official authority vested in Leitrim County Council in accordance with The Electoral Act 1992 as amended and Article 6(1)(e) of the General Data Protection Regulation, 2016.

## **What categories of personal data is held by Leitrim County Council**

The types of personal data that we will collect, and process, includes your name, address, Eircode, Date, of Birth, PPSN, email, and phone number.

Only name, address and Eircode are printed on the Published Register of Electors

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

We may share your Personal Data with selected third parties and other government agencies, and Local Authorities.

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

## **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 can be accessed via the following link:

[http://www.leitrimcoco.ie/eng/your-council/data\\_protection\\_foi/privacy/records-retention-schedules.html](http://www.leitrimcoco.ie/eng/your-council/data_protection_foi/privacy/records-retention-schedules.html)



## Comhairle Chontae Liatroma Leitrim County Council

### **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, or email us at [customerservices@leitrimcoco.ie](mailto: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.

To exercise these rights please contact us.

### **Leitrim County Council – Data Protection Officer**

<b>Phone</b>	071 9620005
<b>E-mail</b>	<a href="mailto:dpo@Leitrimcoco.ie">dpo@Leitrimcoco.ie</a>



## Comhairle Chontae Liatroma Leitrim County Council

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

**Phone Number**

**01 7650100 / 1800437 737**

**E-mail**

[info@dataprotection.ie](mailto: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: 18<sup>th</sup> April 2024**