



# Comhairle Chontae Liatroma Leitrim County Council

## PRIVACY STATEMENT FOR THE RECRUITMENT AND ENTERPRISE EXPO – 27<sup>th</sup> OF JANUARY 2023

### 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 with your consent
- 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.



# **Comhairle Chontae Liatroma Leitrim County Council**

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

The Council's Economic Development Unit along with the Local Enterprise Office Leitrim have organised the Recruitment and Enterprise Expo on the 27<sup>th</sup> of January 2023. The Recruitment and Enterprise Expo. will assist those looking for a job and give them an opportunity to engage directly on the day with employers with job vacancies. The event will also showcase the array of training and education opportunities that are available in the county and the region. In addition, local agencies will be present to offer support and advice to employees and employers and those considering self employment. Recruitment agencies with vacancies will also be in attendance. Attendees will also have the opportunity to meet one to one with career professionals (this is subject to booking).

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

- ✓ The administration of the Recruitment and Enterprise Expo 2023
- ✓ Leitrim County Council/Leitrim LEO organising Recruitment, Enterprise and Economic Development based events in the future

## **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)(a) of the General Data Protection Regulation, 2016.

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(2) (b) of the Data Protection Act 2018.

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

- Section 66(3)(a) & (b) of the Local Government Act 2001.

## **What categories of personal data is held by the Economic Development Department, Leitrim County Council**

- ✓ Details of names and/or email address.

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

No

## **How long is my data kept for?**

In this regard, personal data will only be retained until the 31<sup>st</sup> of December 2025.



# 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 alternatively emailing 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

Phone	071 9620005
E-mail	<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

Updated on 26<sup>th</sup> of January 2023