



## **Data Privacy Statement – Carlow County Council**

### **Finance Section**

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

Carlow County Council is the democratically elected organisation whose principal function is to provide a broad range of services in areas such as Housing, Roads & Transportation, Flood Prevention, Water Services, Economic Development & Tourism, Planning & Conservation, Environmental Protection, Heritage & the Arts, Library Services, Community & Culture, Amenity, Sport & Recreation, Fire Services, Energy, Older People & Age Friendly, Children & Younger People, Financial Management & Customer Services development.

In performing its functions, Carlow County Council is required to collect and process significant amounts of "personal data" within the meaning of the General Data Protection Regulations [GDPR] and of the Data Protection Acts 1988 to 2018. The Council respects the privacy rights of those whose personal data we process and we are conscious of our obligations under the Data Protection Acts.

This is the Privacy Notice for the Finance Department and in particular the following services within that Department:

- Accounts Receivable
- Accounts Payable
- Payroll
- Accounting & database administration

#### **Why do we have a privacy statement?**

Carlow 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 the Finance Department of Carlow County Council that we will ensure the security of the data you provide to us.

Carlow County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Carlow County Council's commitment to you 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**

Carlow County Council has a detailed Data Protection Policy which goes into more detail on how we as a public body are committed to ensuring the security of any personal data you provide to us. <http://www.carlow.ie/wp-content/documents/uploads/Data%20Protection%20Policy%20GDPR%20Carlow%20Co%20Co%2013th%20June%202018.pdf>

## **What personal data do we need?**

The types of personal data you may be asked to supply can be categorised as follows,

- Contact details to allow for efficient communication
- Details of your personal circumstances which you are required by law to supply as part of your application for a service offered by Carlow County Council
- Your own financial details which you are required by law to supply as part of your application for a service offered by Carlow County Council

The types of personal data that may be required include some or all of the following:

- Name, address, eircode/post code, contact phone number, email address
- Customer number
- Debtor type
- Level of debt
- NPPR account number and property ID
- Supplier number
- Bank Account details
- Payment card details
- VAT/Tax Reference Number/PPSN
- Tax status
- Details of liquidation/receivership
- Financial statements, turnover etc
- Insurance details
- Personnel number
- Income details
- Credit history
- Travel /allowances/misc. expenses claims

## **Sharing Information**

The Council may share your information internally (within the Council) in accordance with statutory obligations. In addition, the Council may share your information with third parties in accordance with statutory and regulatory obligations. Third parties that we may share this information with may include some of the following:

- Debt management companies
- Solicitors
- Other Local Authorities
- Government Departments
- Government auditors

- NPPR Bureau
- Revenue Commissioners
- Commercial Banks
- Insurance Companies
- An Garda Síochána

### **Legal and Regulatory Obligations**

- Local Government Act 2001
- Local Government Reform Act 2014
- Local Government (Financial and Audit Procedures) Regulations 2014
- Local Government (Financial and Audit Procedures) (Amendment) Regulations 2015
- Prompt Payment of Accounts Act 1997
- Local Authority Accounting Code of Practice
- Directive 2014/24/EU of the European Parliament and of the Council on Public Procurement
- Irish Regulations S.I 284 European Union (Award of Public Authority Contracts) Regulations 2016
- Finance Act 1993
- Finance Act 1993 (Section 60) Regulations 2009
- Local Government Management Agency's (LGMA) National Retention Policy for Local Authority Records

There may be a limited number of circumstances whereby the Finance Department relies on consent for the processing of personal data. In such circumstances the data subject has the right to withdraw consent to the processing of his or her personal data at any time.

Where special categories of information are being processed the Finance Department will obtain the data subject's explicit consent to such processing unless this is not required by law or the personal data is required to protect the health of the data subject in an emergency

### **Records Retention Policy**

Carlow County Council practices in relation to the retention of personal data are guided by the Local Government Management Agency's (LGMA) National Retention Policy for Local Authority Records and any updates that are issued by the LGMA. Copies of these documents are available here: <http://www.carlow.ie/wp-content/uploads/National%20Retention%20Policy%20for%20Local%20Authority.pdf>

### **Contact Details**

In order to communicate with you, contact details will be requested of you. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate.

### **Details of Personal Circumstances**

If you wish to apply for a particular service from the local authority you will be asked for a varying amount of personal details specific to you and your family, in order to support your application. Carlow County Council will set out the information we require in a series of separate and distinct application forms relevant to each service.

### **Your Data Protection 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 Carlow County Council. 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. 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, you should contact Carlow County Council (Data Controller), Contact Details are as follows:

**Phone:** +353 59 9170340

**E-mail:** [dpo@carlowcoco.ie](mailto:dpo@carlowcoco.ie)

**Website:** [www.carlow.ie](http://www.carlow.ie)

**Postal Address:** Carlow County Council, County Buildings, Athy Rd., Carlow R93 E7R7

### **Right to Complain to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you received from Meath 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:** Data Protection Commissioner, Canal House, Station Road  
Portarlinton, Co. Laois. R32 AP23

### **Review**

This policy will be reviewed regularly in light of any legislative or other relevant indicator.