

## Clare Arts Office Privacy Notice

Clare County Council also has a Privacy Statement which is a general document about how we approach data protection as an Organisation and is available on the council's website [https://www.clarecoco.ie/\[info\]/privacy-statement/#Introduction](https://www.clarecoco.ie/[info]/privacy-statement/#Introduction) or on request from this department. See also: Cookie Policy <http://www.clarelibrary.ie/eolas/privacy.htm>

### Why do we have this privacy notice?

In order to provide the most effective range of arts services to County Clare we will be required to collect, process and use certain types of information about people engaging with the Arts Office programmes and services. Depending on the type of programme or service being requested the information sought may include 'personal data' as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR).

Clare Arts Office (Data Controller) has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Clare County Council that we will ensure the security of the personal data you provide to us.

### Contact details

Clare County Council's contact details in relation to the Arts Service are as follows:

*Telephone:* 065-6899091

*Email:* arts@clarelibrary.ie

*Post:* County Arts Officer, County Arts Office, County Library, Mill Road, Ennis, Co.Clare V95 FX32

Data Protection Contact:

*Telephone:* 0656846405

*Email:* DPA@clarecoco.ie

*Post:* Data Protection Officer, Áras Contae an Chláir, New Road, Ennis, Co. Clare V95 DXP2

## **Legal basis for the collection, processing and sharing of personal data as part of the provision of an Arts service**

The lawful basis for processing personal data in connection with the provision of an Arts service is to support, develop and promote the Arts as specified in Section 6 of the Arts Act 2003.

Where processing is based on consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

## **Why we collect your personal data**

At the Arts Office personal data is collected in relation to applying for or enquiring about funding opportunities, bursaries and schemes or when signing up with various programmes, commissions and mailing lists.

### **Types of personal data collected include:**

- Name
- Phone number
- Email address
- Postal address
- Age/Age bracket
- Bank Details (if receiving grant payments)
- Payment card details (if booking tickets)

## **How your personal data will be used by the Arts section within Clare County Council**

Clare Arts Office will only process information that is necessary for the purpose for which it has been collected. When contacting us we may ask you for a contact mobile phone number and or email. If we do, we may use these details to contact you. We will only contact you about matters in relation to your dealings with the Arts Office.

If you do not provide us with the information we require, relevant and appropriate to the reason for which we request it, this may prevent you from fully availing of our services.

### **Will we share your personal data with anyone else?**

We may share your personal data with third parties in connection with our processing of your personal data. We require all third parties to enter into a data processing agreement with us which complies with our obligations under GDPR. This agreement requires third parties to have appropriate security systems in place and only to use your personal data on our instructions and in accordance with data protection law.

The ticket sales system in use by Cultúrlann Sweeney Kilkee is called Databox and is managed by glór. All details submitted when booking tickets are stored on glór's server. Glór and the Clare Arts Office has a data processing agreement in relation to the use of Databox. If you provide credit card details when booking online, the Tickets.com privacy policy applies, which can be viewed via a link at [www.glor.ie/data-protection/](http://www.glor.ie/data-protection/).

Clare Arts Office do not share your personal data with any other public body.

### **How long will we retain your personal data?**

We will only retain your personal data for as long as is necessary to fulfil the purposes for which we collected it and for as long as we are legally required to under EU or Irish Law. We subscribe to the National Retention Policy for Local Authority Records <https://www.lgma.ie/en/publications/corporate/national-retention-policy-for-local-authority.pdf>

We may also maintain a Data Retention Policy which supplements the National Retention Policy.

### **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 Clare 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. For further information on how to exercise your data protection rights see:

[https://www.clarecoco.ie/\[info\]/privacy-statement/#Introduction](https://www.clarecoco.ie/[info]/privacy-statement/#Introduction)

## **Right of complaint to the Office of the Data Protection Commission**

If you are not satisfied with the outcome of the response you received from Clare County Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commission who may investigate the matter for you.

The Data Protection Commission 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 Commission, Canal House, Station Road,  
Portarlinton, Co. Laois. R32 AP23.