

Clare County Council - Privacy Notice – Registration for library mailing list

➤ Data Protection Privacy Notice for:

DOCUMENT NO.	REVISION NO.	DETAILS	EFFECTIVE DATE
DP-PN-02	1	Registration for library mailing list	01/09/2021

➤ Data Protection Policy

Clare County Council has a detailed Data Protection Policy which outlines how we are committed to ensuring the security of any personal data provided to us. It also informs as to our obligations and your rights under data protection law. To exercise these rights please see details in the Privacy Statement at the attached link above and the sample application forms on our website <http://www.clarecoco.ie/your-council/how-we-manage-information/data-protection/> (or available on request from the Data Protection office, see contact details below).

➤ Clare County Council's Privacy Statement, data protection officer contact details and details of the controller's representative for this project

Clare County Council is committed to protecting and respecting your privacy. The council 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/](https://www.clarecoco.ie/[info]/privacy-statement/) or on request from this department.

Clare County Council's contact details in relation to Data Protection are: Data Protection Officer, Finance and Support Services Directorate, Clare County Council, Áras Contae an Chláir, New Road, Ennis, Clare V95 DXP2, Telephone number: (065) 6846237 or (065) 6846200, email: dpa@clarecoco.ie

Clare County Council's contact details in relation to the library mailing list is Cora Gunter, Clare County Library Headquarters, Mill Rd, Ennis, Co. Clare V95 DXP2: telephone number (065)6899086: email cgunter@clarecoco.ie.

➤ The purposes of the data processing for this activity

As part of its remit Clare County Library organises activities and events of artistic, linguistic, educational, cultural, recreational, community or similar interest. To send newsletters and notifications of events to those interested Clare County Library uses an online mailing list facility called MailerLite.

Those subscribing to this mailing list will be required to submit the following personal data:
Email address

This privacy notice is to demonstrate our commitment to privacy, and to assure you that we will ensure the security of your personal data. The Council wants to ensure you understand how we will manage your data when you submit it. The personal data will be used to make contact with you to tell you about upcoming events.

➤ Processing and storage of your data

Clare County Library have an agreement with MailerLite to process Customer Data only for the purpose of providing a mailing list service to the library.

Library staff will use the email addresses collected to send newsletters and notifications of events to subscribers.

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Clare County Council 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. You may unsubscribe from this service at any time. Clare County Council subscribes to the [National Retention Policy for Local Authority Records](#). We may also maintain a Data Retention Policy which supplements the National Retention Policy.

➤ **The legal basis for the processing of personal data in this activity**

The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

The processing of personal data for this purpose is based on the Local Government Act 2001, Part 9, Chapter 3. The act states: A library authority may, in particular, arrange for the provision of the following services: activities and events of artistic, linguistic, educational, cultural, recreational, community or similar interest

The data subject has given consent to the processing of his or her personal data for one or more specific purposes; the data subject shall have the right to withdraw his or her consent at any time by unsubscribing from the service. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

➤ **Recipients of the personal data**

MailerLite is a third party who provide a mailing list service to Clare County Library. Clare County Library have an agreement with MailerLite to process Customer Data only for the purpose detailed above.

Clare County Library have a data processing agreement with MailerLite. MailerLite's data storage centres are located in the EU. MailerLite use a number of sub-contractors, some of which are outside of the EU, to provide their service. For MailerLite's statement about data protection see <https://www.mailerlite.com/legal/privacy-policy>.

Within Clare County Library the personal data will only be reviewed by those library staff directly connected to the administration of this mailing list.

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

Subscription to the library mailing list is voluntary. Details for individual events and news will be provided on the library social media platforms and on www.clarelibrary.ie.

➤ **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 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. Further details can be obtained from Clare County Council's website.

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To exercise these rights or if you have any questions our data protection compliance please contact: Data Protection Officer, Telephone: (065) 6846405 or (065) 6846200, email: dpa@clarecoco.ie Post: Áras Contae an Chláir, New Road, Ennis, Co Clare, V95 DXP2 or see details in this document: [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/)

➤ **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 Clare County Council in relation to your request or in relation to exercising your data rights, then you are entitled to make a complaint to the Data Protection Commissioner who can investigate the matter for you. The Data Protection Commissioner's website: www.dataprotection.ie or you can contact their office on: Lo Call Number: 1890 252 231, email: info@dataprotection.ie Post: Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co Laois, R32 AP23.