

Clare County Council - Privacy Notice –Creative Ireland 2023

➤ Data Protection Privacy Notice for:

| DOCUMENT NO. | REVISION NO. | DETAILS | EFFECTIVE DATE |
|--------------|--------------|------------------------|----------------|
| DP-PN-01 | 1 | Creative Ireland Clare | 01/01/2023 |

➤ 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.

➤ 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 and is available on the council's website [http://www.clarecoco.ie/\[info\]/privacy-statement/default.html](http://www.clarecoco.ie/[info]/privacy-statement/default.html) or on request.

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) 6846405 or (065) 6846200, email: dpa@clarecoco.ie

Clare County Council's contact details in relation to this initiative are as follows: Niamh O'Donovan, Executive Librarian, Library HQ, Mill Rd, Ennis, Co Clare V95 DXP2, phone number: (065) 6899083, email: nodonovan@clarecoco.ie

➤ The purposes of the data processing for this initiative

Creative Ireland Clare is an initiative of the Clare County Council, supported by Creative Ireland, with the aim of inviting individuals and groups to submit applications to facilitate creative community engagement projects for adults and children in the community, including those events that occur for Cruinniú na nÓg.

The Council will act as the proposer of the applications. We will collect the following personal data:

- Applicant's name, address and contact details (phone and email).
- Applicants will be asked to provide brief biographies with evidence of relevant personal work.
- Successful applicants will have to submit invoices and evidence of the project taking place.
- The evidence for the project having taken place may include photography/videography of participants, including their names.

The personal data will be used to make contact with you and in the assessment and administration of your proposal and reporting on it.

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

The legal basis for the processing derives from Article 6(1)(e) of the GDPR - 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 the personal data is based on:

Section 11 of the service level agreement between the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media and the local authorities which states that the local authority must comply with the highest standard of transparency and accountability and adhere to the guidelines contained in Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds. This information is essential to enable the Department capture how funding is being utilised and will enable compliance with DPER requirements

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in respect of monitoring funding. Section 11 of the SLA also states that the Department reserves the right to carry out expenditure audits and that this expenditure may also be subject a C&AG audit.

The legal basis also derives from article 6(1)(a) of the GDPR - 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. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. Where the data of children is concerned, consent from a parent will be obtained prior to processing.

➤ **Recipients of the personal data**

The personal data will be reviewed by those directly connected to the administration of the initiative and selection of the successful project proposals. The recipients of the personal data will therefore be a limited number of Council staff and Creative Ireland staff which will review proposals received and administration documents. Details of projects funded by the Creative Ireland Clare office will be submitted to Creative Ireland to secure funding, so the personal data of the successful applicant(s) will also be provided to Creative Ireland. After projects are delivered, personal data may also be provided to Creative Ireland for its use for reporting and promotional purposes. Photographs of creative activities included in the programme may also be used by the Council for promotional and community engagement purposes in the media and in other reporting arenas.

➤ **The records retention period**

Records in relation to data requests are held for 7 years under the Local Authority National Records Retention Policy as amended by the LGMA issued retention schedules for local authority records 2018 – 2023. After that, they are securely destroyed.

➤ **Your data rights**

You have the right to request access to personal data held about you, rights of rectification and erasure, rights of restriction and objection and rights of portability. To exercise these rights please see details in the attached link and the sample application forms on our website <http://www.clarecoco.ie/your-council/how-we-manage-information/data-protection/>.

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.

To exercise these rights or if you have any questions on data protection compliance, you should contact Clare County Council Data Protection Officer at the contact points provided above.

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

If you are not satisfied with the outcome of the response you received 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 Commission who can investigate the matter for you. The Data Protection Commission's website is: www.dataprotection.ie. Contact number: (01) 7650100 or 1800437737 .

Email: info@dataprotection.ie Postal address: Data Protection Commission, Canal House, Station Road, Portarlinton, Co Laois, R32 AP23.