

Privacy Notice – Creative Ireland Clare

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/](https://www.clarecoco.ie/[info]/privacy-statement/) or on request from this department.

Clare County Council – Creative Ireland Clare Privacy Notice

In order to provide the most effective range of services to County Clare we are required to collect, process and use certain types of information about people engaging with Creative Ireland Clare. Depending on the type of programme or award, the information sought may include 'personal data' as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR).

Clare County Council has created this privacy notice in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Clare County Council, we will ensure the security of the personal data you provide to us.

Contact Details

Creative Ireland Clare

Telephone: 065 6899082

Email: library_mailbox@clarelibrary.ie

Post: Clare County Library HQ, Mill Road, Ennis, Co. Clare V95 FX32.

Data Protection Contact

Data Protection Officer

Telephone: 065 6846405

Email: DPA@clarecoco.ie

Post: Áras Contae an Chláir, New Road, Ennis, Co. Clare V95 DXP2

How do we collect your personal data?

We collect information in the following ways:

Information you give us, about you when you apply for a Creative Ireland Clare grant or sign up for a Creative Ireland event or programme or mailing list.

What personal data do we collect from you?

1. Name (first name and last name)
2. Postal address
3. Email address
4. Phone number
5. Bank Details (if receiving grant payments)

How your personal data will be used by Creative Ireland Clare

Creative Ireland Clare will only process information that is necessary for the purpose for which it has been collected.

Creative Ireland Clare will only contact you in connection with Creative Ireland grants or services.

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 share your data with other Clare County Council Culture Team members for the purpose of assessment of grant applications and participation in inter-departmental Creative Ireland projects. We also share details with Clare County Council Finance Department for the purpose of the payment of grants.

Details of grant applicants will be shared with independent members of an Assessment Panel for the purposes of allocating grants.

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.

Personal data provided by you in connection with an event or programme will be erased once the event or programme has ended unless you specifically request these details be retained to inform you of further programmes. You have a right to have your personal information erased provided we do not need to hold it in connection with any of the reasons permitted or required under the law.

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 Complainant 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 or you can contact their Office at:

Lo Call Number: 1890 252 231

E-mail: info@dataprotection.ie Postal Address:

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