

Clare County Council - Privacy Notice –Clare Libraries Development Plan 2023 -2027

➤ Data Protection Privacy Notice for:

DOCUMENT NO.	REVISION NO.	DETAILS	EFFECTIVE DATE
DP-PN-01	1	Clare Libraries Development Plan 2023 -2027	01/07/2023

➤ 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: Cora Gunter, Senior Executive Librarian, Library HQ, Mill Rd, Ennis, Co Clare V95 DXP2, phone number: (065) 6899086, email: cgunter@clarecoco.ie

➤ The purposes of the data processing for this initiative

The purposes of the data processing for this public consultation on the Clare Libraries Development Plan 2023 -2027 is to seek input from the public on their views as to the future development of library services in Clare. Therefore, as part of this public consultation process Clare County Council will collect the following personal data so that we can understand the demographic in the area and acknowledge your feedback as well as communicate with you regarding our focus groups.

- Your name
- email address, phone number

➤ 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 official authority in this case derives from the Local Government Act 2001, sections 63 and 64 (2) (b) and (c), carrying out a survey and facilitating interest and involvement in local government affairs generally. Further, the requirement for a library plan is set out Public Libraries Standards and Benchmarks 2015.

➤ Recipients of the personal data

The personal data will be reviewed by those directly connected to analysis of the submissions to the Library Development Plan 2023- 2027. The recipients of the personal data will therefore be a limited number of Council staff. Individuals may be contacted by a member of the team after submission if they opted to participate in a focus group.

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➤ **The records retention period**

Records in relation to data requests are held for 1 year after the closure of the consultation period. 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.