### cavan county council

### wASTE MANAGEMENT SECTION

### DATA PRIVACY notice

### TIDY SCHOOLS COMPETITION

**Why do we have a privacy statement?**

Cavan County Council is committed to protecting your privacy when you use our services. Cavan County Council is a data controller. The Privacy Notice below explains how we use information about you and how we protect your privacy.

The delivery of high quality services remains one of Cavan County Council’s core objectives and is included in our Corporate Plan.

In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of County Cavan we create, collect, process and use a significant amount of personal data in various multiple formats about people and organisations.

The purpose of this privacy statement is to demonstrate our commitment to privacy and to assure you that in all your dealings with Cavan County Council that we will ensure the security of the personal data you provide to us. This privacy statement is designed to ensure that the personal data you supply to us is;

* Obtained lawfully, fairly and in a transparent manner
* Obtained for only specified, explicit and legitimate purposes
* Adequate, relevant and limited to what is necessary for purpose for which it was obtained
* Recorded, stored accurately and securely and where necessary kept up to date
* Kept only for as long as is necessary for the purposes for which it was obtained
* Kept in a form which permits identification of the data subject
* Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing

**What is the activity referred to in this Privacy Notice?**

The aim of the Tidy Schools Competition is to work in partnership with local primary schools to encourage best practice, innovation and leadership in providing vibrant sustainable communities that improve the quality of life for all. Through its involvement in the Tidy Schools Competition, the Council promotes community activity and development to enhance a partnership approach between the Council and the people that we serve.

**What is the basis for making the processing of personal data in this activity lawful?**

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Cavan County Council [Article 6(1)(e) of the General Data Protection Regulations, 2016].

**What is personal data/information?**

Personal data is any information that can identify an individual person. This includes a name, an ID number, location data (i.e. location data collected by a mobile phone) or a postal address, online browsing history, images or anything related to the physical, physiological, genetic, mental, economic, cultural or social identity of a person.

Certain personal data has been identified as in a “special category”. This includes:

* sexuality and sexual health
* religious beliefs
* ethnicity
* physical or mental health
* trade union membership
* political opinion
* genetic/biometric data
* criminal history

**What items of personal data do we need to undertake this activity?**

Cavan County Council’s Tidy Schools Competition application forms: school name, school address, contact name, position in school, contact phone number, email address.

**Why do we need your personal data?**

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

This personal data will be used for the following purpose(s):

* Contact details are required for correspondence with the applicant regarding judging and awards (if applicable)
* All other information requested on the application form is required to assess the application

**Is the personal data submitted as part of this activity shared with other organisations?**

Cavan County Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required Cavan County Council shall have regard to the security and integrity of the data and will minimise the data shared. In this activity, the data will be shared with the following recipients: In this activity, the data will be shared with the following recipients:

School contact details will be provided to the adjudicators so that they can advise of any changes to the judging date/time and meeting location.

In this activity, personal data will not be transferred to a different country.

**How long is the personal data held by Cavan County Council?**

The Council has a detailed record retention policy which outlines time periods for which your personal data will be retained and what will happen to it after the required retention period has expired. A copy of the National Record Retention Policy can be accessed via the following link:

[**http://www.lgma.ie/sites/default/files/2002\_national\_retention\_policy\_for\_local\_authority\_records\_2.pdf**](http://www.lgma.ie/sites/default/files/2002_national_retention_policy_for_local_authority_records_2.pdf)

The data processed as part of this activity will be retained for the following period(s):

* Application forms received will be held until all prize and school payments are made plus 3 years, after which time the file including winners and school names are placed in storage.
* Where applicable the financial information will be shredded as soon as the prize payment has been made.

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

If the applicant does not provide the requested information, the application submitted by the applicant may not be processed as part of the Tidy Schools Competition and the applicant will not be considered further in the scheme.

**What are your rights in relation to your personal data?**

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 Cavan County Council. You also have the right to data portability. 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. To exercise these rights, you should contact Cavan County Council (Data Controller) at the following address: Data Protection Officer, Cavan County Council, Johnston Central Library, Farnham Street, Cavan or by email: dpo@cavancoco.ie.

**Right of Complaint to the Office of the Data Protection Commissioner**

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

The Data Protection Commissioner’s 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 Commissioner Canal House Station Road Station Road Portarlington, Co. Laois. R32 AP23.