### cavan county council

### wASTE MANAGEMENT SECTION

### DATA PRIVACY notice

implementation of GREEN SCHOOLs programme including provision of information SEMINARS

**Who we are and why do we require your information?**

Cavan County Council seeks to promote the economic, social and cultural development of County Cavan and in doing so contribute significantly to improving the quality of life of the people of County Cavan. The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of Cavan County Council’s core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment. 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 will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, the information sought may include ‘personal data’ as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past; current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

**Why do we have a privacy statement? Cavan County Council has created this privacy statement in order to demonstrate our firm commitment to privacy**

Cavan County Council has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Cavan County Council, we will ensure the security of the data you provide to us. Cavan County Council creates, collects and processes a significant amount of personal data in various multiple formats. Cavan County Council's commitment is that the personal data you may be required to 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.

**Data Protection Policy**

Cavan County Council has a detailed Data Protection Policy which outlines how we as a public body are committed to ensuring the security of any personal data you provide to us.

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

The Green Schools Programme which aims to promote and provide information to Green Schools Principals/Coordinators under the different Green Flag Themes which includes providing an Information Seminars take place annually where teachers can attend received further information and ask questions.

**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].

**We require your contact details**

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.

**What items of personal data do we need to undertake this activity? Name of group, contact name, phone number and email address**

Thedetails are required so that the Council can contact Green Schools to inform them of Green School Information Seminars and/or for Council staff to arrange for consultation and assessment visits to be conducted at the school.

**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: An Taisce.

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

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

Cavan County Council has a detailed record retention policy which goes into more detail of the time period for which your personal data will be retained by Cavan County Council and what will happen to it after the required retention period has expired. The data processed as part of this activity will be retained until the Green School Programme is completed plus 5 years.

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

If the information is not provided we will be unable to keep the attendee up to date on any updates or changes to events.

**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 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 Compliant 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 Portarlington, Co. Laois. R32 AP23.