



DATA PRIVACY STATEMENT

CORPORATE DEPARTMENT - LOCAL ELECTIONS

Data Protection Policy

Kilkenny County Council has a detailed Data Protection Policy which goes into more detail on how we as a public body are committed to ensuring the security of any personal data you provide to us https://www.kilkennycoco.ie/eng/Your_Council/Data-Protection/Data-Protection.html

Why do we have a Privacy Statement?

Kilkenny 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 the Corporate Department of Kilkenny County Council that we will ensure the security of the data you provide to us.

Kilkenny County Council collects and processes a significant amount of personal data in various multiple formats on a daily basis. Kilkenny County Council's commitment to you 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.

Who we are and why do we require your information?

Kilkenny County Council is the democratically elected organisation whose principal function is to provide a broad range of services in areas such as Housing, Roads & Transportation, Flood Prevention, Water Services, Economic Development & Tourism, Planning & Conservation, Environmental Protection, Heritage & the Arts, Library Services, Community & Culture, Amenity, Sport & Recreation, Fire Services, Energy, Older People & Age Friendly, Children & Younger People, Financial Management & Customer Services development.

In performing its functions, Kilkenny County Council is required to collect and process significant amounts of "personal data" within the meaning of the General Data Protection Regulations [GDPR] and of the Data Protection Acts 1988 to 2018. The Council respects the privacy rights of those whose personal data we process and we are conscious of our obligations under the Data Protection Acts.

The purpose of this Privacy Statement is to outline in clear and concise terms the personal data that we may collect for the purpose of the completion of nomination papers, preparing ballot papers, communicating with candidates, issuing statutory public notices and receiving donations statements. Why it is required and how long the information is retained. It also outlines the rights of individuals under data protection legislation in relation to the processing of their personal data.

What personal data do we need?

The types of personal data you may be asked to supply can be categorised as follows:

Name, address, email, phone contacts, occupation, photograph

The Special Categories of data is: Political Party

Sharing Information

The Council may share your information, in accordance with statutory obligations or in the public interest. Where this is required the Council shall have regard to the security and integrity of the data and will minimise the data shared.

The personal data is publicly shared when statutory notices are published, printed on ballot papers, published on the website and freephone for the purpose of recording the candidates seeking election and/or electing candidate.

We will also share your information with the following:

- Our Printers so that ballot papers can be printed.
- County Registrar in Kilkenny in relation to the management of polling stations.
- The Department of Housing, Local Government and Heritage, Public and Media outlets in relation to the Notice of Poll and Notice of those elected.
- The Public in relation to the statutory notices, recorded message on Freephone and ballot papers.

Legal and Regulatory Obligations

The legal basis for processing personal data by the Corporate Department is mostly contained in the following legislation: Article 6(1)(c) and article 9(2) (a) of the GDPR and specifically the Electoral Acts and Regulations.

Records Retention Policy

Retain ballot papers for 6 months after the date of election and then destroy. Exception being where there is an order of a court having jurisdiction to decide petitions questioning the election or the Returning Officer has reason to believe that the documents may be required for instituting or maintaining a prosecution for an offence under Part XV or for the purpose of a petition documentation. All other election documents will be retained in line with the National Retention Policy.

Contact Details

In order to communicate with you, contact details will be requested from you. You do not have to provide all contact details but providing more, such as email, phone makes it easier to communicate with you.

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 Kilkenny 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.

To exercise these rights, you should contact Kilkenny County Council (Data Controller),

Contact Details are as follows:

Phone Number: +353 56 7794277

E-mail: dataprotection@kilkennycoco.ie

Website: www.Kilkennycoco.ie

Postal Address: Kilkenny County Council, County Hall, John Street, Kilkenny R95 A39T

Right to Complain to the Office of the Data Protection Commissioner

If you are not satisfied with the outcome of the response you received from Kilkenny 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, Portarlinton, Co. Laois, R32 AP23

Review

This policy will be reviewed regularly in light of any legislative or other relevant indicator