



Comhairle Chontae Liatroma
Leitrim County Council

Leitrim County Council

Community Development, Integration and Sport Privacy Statement

Who We Are

The Community Development, Integration & Sport Section of Leitrim County Council delivers a wide range of programmes, initiatives and supports that promote community development, social inclusion, sports development, integration and intercultural awareness, health and wellbeing, community participation and local development.

The Section administers and supports activities including community grants and funding programmes, PEACEPLUS projects, Healthy Ireland initiatives, sports programmes, integration supports, volunteer and community initiatives, training and capacity-building programmes, and other projects designed to enhance the social, economic and cultural wellbeing of communities throughout County Leitrim.

Leitrim County Council is committed to protecting the rights and privacy of individuals in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This Privacy Statement explains how we collect, use, share and retain personal data in connection with the functions and activities of the Community Development Section.

Why We Collect Your Personal Data

We collect and process personal data for purposes including:

- Administering grants, funding schemes and financial supports;
- Assessing applications for community, sports and integration programmes;
- Communicating with applicants, participants, community groups and stakeholders;
- Organising and managing events, meetings, training courses and workshops;
- Administering volunteer and participation programmes;
- Managing sports development initiatives and participation programmes;
- Supporting integration, intercultural and inclusion initiatives;
- Monitoring, evaluating and reporting on programmes and initiatives;



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- Managing community development, sports and integration projects;
- Meeting audit, governance and accountability requirements;
- Fulfilling statutory functions of the Council and complying with legal obligations;
- Promoting community activities and events where appropriate.

Categories of Personal Data Processed

Depending on the programme, activity or service involved, we may process:

- Name;
- Postal address;
- Email address;
- Telephone or mobile number;
- Organisation or community group affiliation;
- Position held within a community organisation;
- Bank account and payment details where funding is being administered;
- Attendance and participation records;
- Photographs, video recordings and images;
- Correspondence and application information;
- Details required to establish eligibility for specific schemes, grants or programmes;
- Emergency contact details where relevant.

We will only collect personal data that is necessary and proportionate for the purpose for which it is required.

Special Category Personal Data

In limited circumstances, the Community Development Section may process special category personal data where necessary for the delivery of specific programmes or activities.

This may include:



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- Health or accessibility requirements to facilitate participation;
- Dietary requirements at events;
- Information relating to ethnic or cultural background where necessary for participation in integration or intercultural programmes;
- Other special category data where required by law or necessary for programme administration.

Such information will only be processed where a lawful basis exists under Article 9 GDPR and the Data Protection Act 2018, and appropriate safeguards are in place.

Lawful Basis for Processing

The personal data collected by the Community Development Section is processed under one or more of the following legal bases:

Article 6(1)(e) GDPR

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Leitrim County Council.

Article 6(1)(c) GDPR

Processing is necessary for compliance with a legal obligation to which Leitrim County Council is subject.

Where special category personal data is processed, the Council will rely on the applicable provisions of Article 9 GDPR and the Data Protection Act 2018.

The Council's authority to process personal data arises under its statutory functions, including those provided for under:

- The Local Government Act 2001 (as amended);
- The Local Government Reform Act 2014;
- National and EU funding programme requirements;
- Other legislation governing the functions of local authorities in relation to community development, sports development, recreation, social inclusion and integration.



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Source of Personal Data

Personal data may be obtained:

- Directly from individuals;
- Through application forms and funding requests;
- From community groups or organisations acting on behalf of their members;
- Through event registration and participation processes;
- From programme partners or public bodies where permitted by law.

Sharing of Personal Data

Personal data may be shared, where necessary and lawful, with:

- Government Departments;
- State agencies;
- Funding bodies;
- Auditors and evaluators;
- Programme delivery partners;
- Community and voluntary sector organisations;
- Professional advisers and service providers engaged by the Council;
- Regulatory, oversight or law enforcement bodies where legally required.

Personal data will only be shared where there is a lawful basis for doing so and where appropriate safeguards are in place.

International Transfers

The Council does not routinely transfer personal data outside the European Economic Area (EEA).

Where an international transfer is required, prior authorisation of Leitrim County Council is required and appropriate safeguards will be implemented in accordance with GDPR requirements.



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Retention of Personal Data

Personal data will be retained only for as long as necessary for the purpose for which it was collected and in accordance with:

- The Council's Records Retention Policy;
- National Records Retention Schedules;
- Funding programme requirements;
- Statutory and regulatory requirements.

Records will be securely deleted or destroyed when they are no longer required.

More detail is available in our Data Protection Policy which can be accessed via the following link: <https://www.leitrim.ie/council/corporate-governance/data-protection/data-protection-policies/>

Photography and Media

Photographs and video recordings may be taken at community, sports, integration and public events organised, supported or funded by Leitrim County Council.

Such images may be used for:

- Public information purposes;
- Programme promotion;
- Council publications;
- Social media channels and Website content;
- Reporting and funding requirements.

Where appropriate, notices will be displayed and individuals will be afforded an opportunity to raise concerns regarding the use of their image.

Your Rights

Under data protection legislation, you have the following rights, subject to certain limitations:

- Right of access to your personal data;
- Right to rectification of inaccurate personal data;



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- Right to erasure in certain circumstances;
- Right to restriction of processing;
- Right to object to processing;
- Right to data portability where applicable;
- Right to lodge a complaint with the Data Protection Commission.

Data Controller

Leitrim County Council
Áras an Chontae
Carrick-on-Shannon
Co. Leitrim

Telephone: 071 9620005

Email: info@leitrimcoco.ie

Contacting the Data Protection Officer

If you have any queries regarding the processing of your personal data, please contact:

Data Protection Officer
Leitrim County Council
Áras an Chontae
Carrick-on-Shannon
Co. Leitrim

Email: dpo@leitrimcoco.ie

Right to Make a Complaint

If you are unhappy with how Leitrim County Council has processed your personal data, you may contact the Data Protection Officer in the first instance.

You also have the right to lodge a complaint with:

Data Protection Commission

21 Fitzwilliam Square South
Dublin 2
D02 RD28

Telephone: 01 765 0100

Website: www.dataprotection.ie

Appendix A

Community Development Programmes and Activities

This Privacy Statement applies to personal data processed by the Community Development Section in connection with programmes and activities including, but not limited to:

- Community Development programmes and initiatives;
- Community grant and funding schemes;
- Local Community Development Committee (LCDC) activities;
- Sports development programmes and grant schemes;
- Healthy Ireland initiatives;
- PEACEPLUS projects;
- Social Inclusion and Community Activation Programme (SICAP);
- Integration and intercultural initiatives;
- Community participation and volunteer programmes;
- Public Participation Network (PPN) activities;
- Age Friendly Programme initiatives;
- Community events, training programmes and workshops;
- Community wellbeing and social inclusion programmes; and
- Any other community support, development, engagement, sports or integration programme administered by the Community Development Section of Leitrim County Council.

This Privacy Statement may be updated from time to time to reflect changes in legislation, organisational structures, programmes or processing activities undertaken by the Community Development Section. If we make any changes they will be posted on this page, and we will change the “Last Updated” date below.