



## Comhairle Chontae Liatroma Leitrim County Council

### PRIVACY STATEMENT

#### Survey on the living and working conditions of member of Creative Frame Network

##### **Who are we?**

Leitrim County Council is the democratically elected unit of Local Government in County Leitrim and is responsible for providing a range of services to meet the economic, social and cultural needs of the people of our County. In order to provide the most effective and targeted services to meet the needs of the citizens, communities and businesses of County Leitrim we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, information sought may include 'personal data' as defined by the Data Protection Acts and 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 or to carry out functions in the public interest.

##### **Why do we have a Privacy Statement?**

This privacy statement has been created to demonstrate the Council's commitment to you that personal data which you may be required to supply to us, to enable us to provide services, is;

- Obtained lawfully, fairly and in a transparent manner.
- Obtained for only specified, identified and legitimate purposes.
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained.
- Is collected and processed accurately and kept up to date (where necessary)
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available at <https://www.leitrim.ie/council/corporate-governance/data-protection/>

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

This statement refers to the processing of personnel data in respect of an anonymous survey on the living and working conditions of member of Creative Frame Network.

##### **What categories of personal data is held by Leitrim County Council**

- No personal data that would identify those taking part in the survey such as names, emails, addresses and phone numbers is collected.
- Personal data and special category data of those surveyed is collected, but not identifiable or attributable to any individual. This data includes education attainment, age, gender, ethnicity, and employment, economic and disability status.

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

The 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, the Council shall have regard to your rights, to the security and integrity of the data and will minimise the data shared.

The results of the survey will be collated to produce aggregated data on the working and living status of artists in Leitrim. This information will be used to advocate for artists and shared with local and national government personnel and agencies. No individual will be identifiable by the survey results.

### **What is the basis for making the processing of this personal data 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 Leitrim County Council in accordance with Article 6(1)(e) of the General Data Protection Regulation, 2016. Specifically, the lawful basis for the procedures is listed below.

- Arts Act 2003 (Section 6)

### **How long is my data kept for?**

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 Record Retention Policy can be accessed via the link above.

- The council will conduct this survey at 3 to 5-year intervals to understand changes in the living and working conditions of artists over time. The results of each survey are anonymous and aggregated and will be retained indefinitely for the purpose of comparison to previous surveys.

### **Do you need to update your records?**

Leitrim County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date. In addition, if the data held by us is found to be inaccurate you have the right to rectify/correct this. If you find that personal data we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by: Writing to Leitrim County Council, Áras an Chontae, Carrick-on-Shannon, Co. Leitrim, N41PF67. Email [customerservices@leitrimcoco.ie](mailto:customerservices@leitrimcoco.ie). When making a request to update your record please provide evidence to support this - for example a copy of a document containing your new address such as a utility bill.

### **Your rights:**

You have the right to obtain confirmation as to whether data concerning you exists, to request access to personal data held about you, to be informed of the content and source of data and check its accuracy. If the data held by us is found to be inaccurate you have the right to rectify/correct this – see above. You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Council. You also have the right to data portability where technically feasible. 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 please contact us - Leitrim County Council Data Protection Officer, Áras an Chontae, Carrick-on-Shannon, Co Leitrim. N41 PF67. Phone 071 9620005, E-mail [dpo@Leitrimcoco.ie](mailto:dpo@Leitrimcoco.ie)

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

If you are not satisfied with the outcome of the response received by the Council 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](http://www.dataprotection.ie) or you can contact their Office at: Data Protection Commissioner, 21 Fitzwilliam Square South, Dublin2. D02 RD28. Phone 01 7650100, E-mail [info@dataprotection.ie](mailto:info@dataprotection.ie)

### **Changes to Privacy Statement**

We may make changes to this Statement. If we make any changes they will be posted on this page, and we will change the "Last Updated" date below.

**LAST UPDATED ON 26TH MARCH 2025**