



KILKENNY COUNTY COUNCIL

Data Privacy Statement – Kilkenny County Council

Arts Office

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 order to provide the most effective range of arts services to County Kilkenny we will be required to collect, process and use certain types of information about people engaging with the Arts Office Programmes and services. Depending on the type of programme or service being requested the information sought may include 'personal data' as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR).

Why do we have this privacy notice?

Kilkenny County Council's Arts Office has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with our Arts Office that we will ensure the security of the personal data you provide to us. Kilkenny County Council collects and processes a vast 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.

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

Types of Personal Data Required

At the Arts Office personal data is collected in relation to applying for certain grants and bursaries or when signing up with various programmes and mailing lists.

Types of personal data include:

- Name, address, phone number, email address
- Web sites
- Date of Birth /Age bracket
- Bank Details (if receiving grant payments)
- Emergency contact details
- Sensitive personal data such as details of medical conditions or other personal needs are collected so that we can ensure the safety and welfare of your son / daughter whilst participating in events organised by the Arts Office
- Images including video may be collected for the purpose of promoting and documenting the activities and for archival purposes. Images will be managed safely in line with our communications Policy. The promotion of our productions and other events requires that on occasions images will be used in the public domain.

Phone numbers and email addresses

When contacting us we may ask you for a contact mobile phone number and or email. If we do, we may use these details to contact you. We will only contact you about matters in relation to your dealings with the Arts Office.

Legal basis for the collection, processing and sharing of personal data as part of the provision of an Arts service

- The lawful basis for processing personal data in connection with the provision of an Arts service is to support, develop and promote the Arts as specified in Section 6 of the Arts Act 2003.
- With your consent under article 6(1)(a) or (c) of the GDPR. Where processing is based on consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

Records Retention Policy

Kilkenny County Council has adopted the National Retention Policy which gives more detail of the time period for which your personal data will be retained by Kilkenny County Council and what will happen to it after the required retention period has expired. A copy of Record Retention Policy can be accessed via the following link:

https://www.kilkennycoco.ie/eng/Your_Council/Data-Protection/National-Retention-Policy.pdf

Personal data in the form of photographic images and video will be retained permanently or until such time they become obsolete for the purpose of promoting and documenting the activities of Kilkenny Arts Office.

Will we share your personal data with anyone else?

We may share your personal data with selected third parties, including

- Arts Council of Ireland
- Local Artists

- Art Officers in other counties e.g. Wexford, Waterford, Carlow

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 Meath 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 statement will be reviewed regularly in light of any legislative or other relevant indicators.

Undated 18/11/2019