

BALLYCOOLIN REGIONAL TRAINING CENTRE PRIVACY STATEMENT

Who We Are?

Ballycoolin Regional Training Centre/Fingal County Council

Local Authority	Fingal County Council
Directorate	Corporate Affairs & Governance
Department	Human Resources
Section/Service	Ballycoolin Regional Training Centre (BRTC)

Why do we have a Privacy Statement?

Ballycoolin Regional Training Centre has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Ballycoolin Regional Training Centre, that we will ensure the security of the data you provide to us.

Ballycoolin Regional Training Centre creates, collects and processes a significant amount of personal data in various multiple formats daily. Ballycoolin Regional Training Centre 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 the 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.

What personal data do we collect and what is the purpose of collecting this data?

Data processing activity	Purpose	Lawful Basis for Processing Data	Third Party Sharing	Third Party Data Processors
Delivery of certified, and non-certified, training to Local Authority staff, other public bodies and the private sector	To facilitate the employers in ensuring that staff are appropriately trained	S. 159 of the Local Government Act 2001 S. 65 of the Local Government Act 2001	SOLAS QQI City and Guilds Road Safety Authority Road Management Office LASNTG Office	Training Providers

		Consent under Article 6 (1) (a) GDPR	Other four Training Centres Funding bodies	
Requests under FOI Act, Data Protection, AIE, Ombudsman	Facilitate requests for information & complaints by Employers, Learners and Training Providers	Freedom of Information Act 2014, Data Protection Act 2018, AIE Regulations 2007, as amended, Ombudsman Act 1980, as amended	Office of the Information Commissioner, Data Protection Commission, Office of the Commissioner for Environmental Information, Office of the Ombudsman	None
Performance Management and Development System	Staff performance and development	S. 159 of the Local Government Act 2001 S. 65 of the Local Government Act 2001	None	None
Raising a tender on e-tenders	Processing of tender submissions	S. 65 of the Local Government Act 2001	None	None
Health & Safety	Safeguard Health & Safety of staff/public	S.159 of the Local Government Act 2001 S. 65 of the Local Government Act 2001 Safety, Health and Welfare at Work Act 2005, as amended	Health and Safety Authority Garda Siochana	None

How do we protect it?

The security of your personal information is important to us. The records we keep about you are secure and confidential within the Ballycoolin Regional Training Centre. The Ballycoolin Regional Training Centre has a range of procedures, policies and systems to ensure that access to your data is controlled appropriately. These include:

Encryption, meaning that data cannot be read without special knowledge, such as a password.

Controlled access to systems and networks, which allows us restrict access to your data to those members of staff who have approval to do so.

Training for staff in data protection policies and procedures is provided.

Do we share it?

Your information will not be shared with other organisations unless we have your consent or there is a legal basis for doing so.

How long do we keep it?

The data we collect and the records we create based on that data are subject to a Retention Schedule, which outlines how long we will hold the data, and what we will do with it after the period of retention has expired.

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 the 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 Fingal 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 take the following steps,

To request personal data held by Fingal County Council must be made in writing by post or email to:
Data Protection Officer, Corporate Affairs & Governance Department, Fingal County Council, Main Street, Swords, Co. Dublin

Email: Data.Officer@fingalcoco.ie

Tel: 01 8905162

Complaints procedure

If you are not satisfied with the outcome of the response you received from Fingal 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.