



Comhairle Cathrach Chorcaí Cork City Council

Office of Legal Affairs Privacy Notice

- 1.** Cork City Council has created this privacy notice to demonstrate our firm commitment to privacy and to assure you that all your dealings with the **Office of Legal Affairs** will adhere to the general principles of data protection and your data is:
 - Processed lawfully, fairly and in a transparent manner
 - Collected for specified, explicit and legitimate purposes
 - Adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')
 - Accurate and, where necessary, kept up to date
 - Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is obtained
 - Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.
- 2. Purpose** -Your information is collected for following purposes:
 - Contract – in the preparation of a new Contract
in compliance with Contract obligations
 - In the exercise of a statutory function or public task
 - In compliance with legal obligation
 - In the course of litigation
- 3. Legal Basis** - In order to collect, use, share, and otherwise process your information for the purposes described in this Notice, we rely on a number of legal bases including:

- the necessity to perform a contract we have with you, such as our Terms of Engagement, and to provide the Services (we refer to this as contractual necessity above);
- you have consented to the processing (in which case you may revoke your consent at any time);
- the necessity for us to comply with a legal obligation, or to establish, exercise or defend legal claims;
- necessary in the public interest;
- necessary for the purposes of Cork City Council's legitimate interests

4. Information Sharing -The information you provide may be shared with the following:

- Other Cork City Council Sections,
- Courts, government departments, regulators, and statutory and public bodies,
- mediators, arbitrators, conciliators & alternative dispute resolution bodies,
- barristers,
- independent experts, town agents & law searchers;
- summons servers, private investigators,

5. Your information will be retained in accordance with the Council's records retention policies.

6. 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.

<https://www.corkcity.ie/en/media-folder/public-info/update-ccc-data-protection-subject-access-request-form-june-2019.pdf>

7. Right of Complaint to the Office of the Data Protection Commissioner

If you are not satisfied with the outcome of the response you received from Cork City Council in relation to your data subject access 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.

For further information in relation to Cork City Council's Data Protection Policy & Privacy Statement, please go to <https://www.corkcity.ie/en/council-services/public-info/gdpr/>

If you require a paper copy of either document, please contact us on 021 4924000 or email dataprotection@corkcity.ie