



Comhairle Cathrach Chorcaí  
Cork City Council

## Tourism Office 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 **Tourism Office** 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
  - 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 to assess and administer your application for Tourism Office Grants and Supports and any other Tourism related matters.
  
3. **Legal Basis** -The legal basis and the legitimate interest for processing your personal data is provided for under ;  
Local Government Act 2014  
European Commission Regulations/Guidelines  
LECP 2016-2021  
People, Place and Policy Growing Tourism to 2025  
Ireland 2040- National Planning Framework
  
4. **Information Sharing** -The information you provide may be shared with the following:
  - Fáilte Ireland - for statistical and research purposes
  - Tourism Ireland - for statistical and research purposes
  - Visit Cork
  - Cork Convention Bureau
  - Dept. of Rural and Community Development
  - Dept. Of Transport, Tourism and Sport
  - Other Cork City Council Sections
  - Other Local Authority Tourism Offices – to facilitate Inter Authority collaboration and best practice
  
5. Cork City Council may, for the purpose of its functions under the aforementioned legislation, request and obtain information at any time from:

- From sources where you have chosen to make your information publicly available, such as social media sites
- National Tourism Bodies
- Other Local Authority Tourism Offices – to facilitate Inter Authority collaboration and best practice Dept. Of Transport, Tourism and Sport

6. Your information will be retained in accordance with the Local Authority National Records and Retention Policy 2002 as updated.

#### **7. 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>

#### **8. 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](http://www.dataprotection.ie) or you can contact their Office at: Lo Call Number: 1890 252 231

E-mail: [info@dataprotection.ie](mailto: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](mailto:dataprotection@corkcity.ie)