



Finance Dept. - Insurance Unit

Privacy Notice



Kerry County Council
Comhairle Contae Chiarraí



- REVISION CONTROL -

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1. Introduction

Kerry County Council (the Council) is responsible for the provision of an extensive range of public services. This is the Privacy Notice for the Insurance Unit of the Council's Finance Department.

The Council seeks to promote the economic, social and cultural development of Kerry and in doing so contribute significantly to improving the quality of life of the people of the county. The delivery of high quality services, tailored to meet the needs of all our customers, remains one of the Council's core objectives and is included in our Corporate Plan.

This service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment. For further information please visit our website www.kerrycoco.ie under GDPR.

2. Information Collected/Received by the Council

The Council processes¹ and uses certain types of information about individuals (Data Subjects) and organisations to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of Kerry.

Depending on the service being sought or provided, the information collected may include 'personal data'². This is defined by the Data Protection Acts 1988, 2003 & 2018, and by the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) 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 the Council.

In addition, the Council may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements. This includes contact details to allow for efficient communication. You do not have to provide all contact details but providing more, such as email, phone, address, make it easier to communicate with you.

The Insurance Unit needs to keep and process personal data for Insurance Policy administration and in litigant matters. The information held and processed will be used for the Council's management and administrative use but may be shared with Authorised Bodies associated with the unit.

¹Processing is anything done with or to Personal Data, including data storage

²Personal Data is information about a living individual which is capable of identifying that individual



The Council will keep and use it to enable the Council to manage our relationship with you effectively, lawfully and appropriately.

This includes using information to enable the Council to comply with the contractual obligations with their Insurers and their Authorised Partners, to comply with any legal requirements, pursue the legitimate interests of the Council and protect our legal position in the event of legal proceedings.

Some of the information held will have been provided by you, but some may come from external sources, such as professional representatives engaged by you.

The personal information held may include;

- Name
- Address
- Telephone number
- PPSN
- Gender
- E-mail address
- Qualifications
- Disability declaration
- Date of Birth
- Medical Report
- References
- Bank Details
- Driver's Licence/Passport
- SafePass
- Employment Records
- Personal Financial Details
- Work Promotions
- Social Welfare Records

Where special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation are processed, the Council will only utilise same if relevant to a litigation matter.

Where data is processing based on consent, you have the right to withdraw that consent at any time.

Other than as mentioned below, the Council will only disclose information about you to third parties if legally obliged to do so or to comply with our contractual duties to you.



If in the future, the Council intend to process your personal data for a purpose other than that which it was collected, information will be provided on that purpose and any other relevant information prior to doing so.

3. Requirement for a Privacy Notice

The Council will set out the information required in a series of separate and distinct application forms and specific Privacy Notice relevant to each service application. Privacy Notices are located on our website at www.kerrycoco.ie under GDPR Kerry County Council – Section Policies.

The Council has created this privacy notice to demonstrate the Insurance Unit's firm commitment to privacy and to assure you, that in all your dealings, the Council will ensure the security of the data you provide.

The personal data you may be required to supply to the Council, or may be collected through other sources (i.e. investigations by Council staff; CCTV, information from other third parties or agents acting on your behalf) 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
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

4. Sharing Information

The Council may share your information internally (within the Council) in accordance with statutory obligations. In addition, the Council may share your information with third parties in accordance with statutory and regulatory obligation.

The Insurance Unit may request, obtain, and/or share information, in carrying out its various functions, from/with the following bodies;

- Members of the Legal Profession working on our behalf
- Insurers to the Local Authority
- Other Bodies with which we have a contractual relationship



5. How your Personal Data will be used/processed

The Insurance Unit require IT systems to manage and process data, which include;

- Risk Management Database

Access to the data is controlled and restricted to relevant staff involved in assessing and processing the various services with other security measures such as passwords.

6. Legal and Regulatory Obligations

The legal basis and legitimate interest for processing personal data are included in;

- Employment Legislation
- Health & Safety legislation
- Injuries Board Legislation
- Insurance Legislation
- Superior, Circuit and District Court Rules
- Solicitors Legislation

7. Records Retention Policy

The Council is in the process of preparing retention policies for all services and business units. These policies will outline the timeframe for which your personal data will be retained by the Council and what will happen to it after the required retention period has expired. These policies will be published, when available, on the Council's website www.kerrycoco.ie under GDPR.

8. 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 data and check its accuracy all subject to legal privilege. If the data held by the Council is found to be inaccurate you have the right to change, remove, block, or object to the use of, said personal data.

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, the Council take steps to verify your identity before granting access to personal data.



In addition, Data Subjects have a right to;

- exercise data portability, i.e., obtain a transferable copy of information the Council holds to transfer to a third party/provider subject to legal privilege between the Council, its legal advisors, Insurers and Contractual Bodies.
- obtain details of any transfer of data to a third country (outside the European Economic Area) and safeguards in place
- obtain details of any automated decision making.

To exercise these rights, you can make a Subject Access Request. This request can be in writing and directed to the contact details at the end of this policy or electronically using the form available in the link www.kerrycoco.ie under GDPR Kerry County Council – Main Policies.

9. Data Protection Contact Details

For all enquiries relating to Data Protection you can contact the Council at:

Phone: 066 718 3500
E-mail: dpo@kerrycoco.ie
Postal Address: Kerry County Council
County Buildings
Rathass
Tralee
V92 H7VT
Co. Kerry.

If you are not satisfied with the outcome of the response you receive from the 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
R32 AP23
Co. Laois.