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# Local Enterprise Office (LEO) Privacy Notice



Kerry County Council  
*Comhairle Contae Chiarraí*

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## - REVISION CONTROL -

<b>Version</b>	<b>Date</b>	<b>Audience</b>	<b>Notes</b>
0.1	11-Apr-2018	GDPR Compliance Team	Steering Committee draft for approval
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## 1. Introduction

Kerry County Council (the Council) is responsible for the provision of an extensive range of public services, and this is the Privacy Notice for the Local Enterprise Office (LEO) section of the Council.

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](http://www.kerrycoco.ie) under GDPR.

## 2. Information Collected by the Council

The Council processes<sup>1</sup> 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'<sup>2</sup>. 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.

<sup>1</sup>Processing is anything done with or to Personal Data, including data storage

<sup>2</sup>Personal Data is information about a living individual which is capable of identifying that individual



Depending on the service being accessed, all applicants for LEO Supports may be required to provide information on the following categories of data (where they are applicable);

- Name, address, email, home and mobile phone numbers
- Business website and social media accounts
- Current work status of person e.g. working/self-employed, seeking work
- Legal structure of the business
- Financial details (turnover, profits) related to the business
- Certified accounts for the business
- Information on key markets and customers
- Company or personal tax numbers
- Tax clearance status of the business
- Ownership or rental of business premises
- Details of previous state aids received
- Intellectual property owned
- Trading forecasts and investment plans
- Details of employees and other company directors
- Details of shareholding levels in the company
- Loan approvals or credit history
- Vat registration status
- Supports received from the Dept of Social Protection
- Details of insurance, banking, accountants and solicitors
- Nationality details of applicant
- PPS numbers of employees where salary grants are sought
- Business Plans
- CV's
- CRO number for a company or certificate of registration of a business name.

Further information and application forms can be accessed via the following link <https://www.localenterprise.ie/Kerry/Publications-Resources/Application-Forms/>.

### **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/](http://www.kerrycoco.ie/) under GDPR Kerry County Council – Section Policies.

The Council has created this privacy notice to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Kerry LEO, the Council will ensure the security of your personal data.



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
- 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 for no longer than is necessary
- 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 obligations.

The staff of the Local Enterprise Office request and obtain information from the following bodies;

- Other Local Enterprise Offices
- Other grant giving Agencies including
  - Local Partnership Companies (NEWKD, SKDP, IRD Duhallow)
  - Enterprise Ireland
  - The IDA and
  - Údarás na Gaeltachta
- The Department of Social Protection.

The staff of the Local Enterprise Office may share your information with the following bodies;

- Other Local Enterprise Offices
- Other grant giving Agencies including
  - Local Partnership Companies (NEWKD, SKDP, IRD Duhallow)
  - Enterprise Ireland
  - The IDA and
  - Údarás na Gaeltachta.



In addition, to allow the delivery of training and other services, your details as required for that course or support will be shared with that trainer/mentor. These third parties will be subject to appropriate confidentiality and data processing agreements.

## **5. How your Personal Data will be used/processed**

The volume of customers the Council serve and range of Enterprise Support service provided, require IT systems to manage customer applications. The hard copy application form is also retained. 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;

- County Enterprise Boards (Dissolution) Act 2014
- EU Regulations relating to European funding
- Department of Business, Enterprise and Innovation Government Circulars.

## **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.

## **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. 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 held by the 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, 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 hold to transfer to a third party/provider
- 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](http://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](mailto: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](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  
R32 AP23  
Co. Laois.