



**DATA PROTECTION
PRIVACY STATEMENT
CENTRAL PROCUREMENT UNIT**

Introduction

Fingal County Council is responsible for the provision of an extensive range of public services, including the procurement of goods and services. This is the Privacy Notice for the Central Procurement Unit of Fingal County Council.

The Council seeks to promote the economic, social and cultural development of Fingal County and in doing so contribute significantly to improving the quality of life of the people of County Fingal.

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 quality 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.

Requirement for a Privacy Statement:

Fingal County Council has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with the Central Procurement Unit, the Council will ensure the security of the data you provide.

We will ensure that the personal data you may be required to supply to the Council, or may be collected through other sources 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 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



Information Collected by the Council:

Fingal County Council processes 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 Fingal.

Depending on the service being sought or provided, the information collected may include 'personal data'. This is defined by the Data Protection Acts 1988, 2003 & 2018, and by the General Data Protection Regulation (GDPR) 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. If you do not provide this data, the Council may be unable to comply with certain obligations. The Council will inform you about the implications of that decision.

Tenderers or Applicants may be required as part of a tender or quotation to provide the following:

- Personal details of applicant, colleagues and sub-contractors
- Employment details and previous experience
- Technical & Professional details

Further information may also be required and will issue as part of the instructions to Tenderers.

Legal and Regulatory Obligations

The Central Procurement Unit may for the purpose of its functions under the relevant Local Government and EU Legislation, request and obtain information in respect of its services in accordance with its functions. In such circumstances the CPU is a Data Processor. The legal basis for processing personal data is included in;

- EU Legislation and Regulations/Directives
- National Legislation
- Public Procurement Policy
- Department Circulars and Guidelines



How your Personal Data will be used/processes/protected

The security of your personal information is important to us. The volume of customers the Council serves and range of procurement services the Central Procurement Unit provide require IT Systems to manage customer applications. The hard copy application form is also retained. The records we keep about you are secure and confidential within the Council. The Council 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.

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 Central Procurement Unit may request and obtain information from the following bodies as appropriate:

- Revenue Companies Registration Office
- Insurance Brokers/Agencies and Companies

Records Retention Policy

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. Data on individuals will be stored for as long as is necessary for the stated purposes of data processing and in accordance with our Data Retention policy.

A copy of our Record Retention Policy can be accessed at:

<http://www.fingal.ie/media/Record%20Management%20Policy.pdf>

The National Retention Policy can be found at:

http://www.fingal.ie/media/2002_national_retention_policy_for_local_authority_records_2.pdf



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. In addition, if the data held by Fingal County 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 will take steps to verify your identity before granting access to personal data.

To exercise these rights, you can make a Subject Access Request. This request can be made in writing to:

Data Protection Officer, Corporate Affairs & Governance Department, Fingal County Council, Main Street, Swords, Co. Dublin or

Email: data.officer@fingal.ie

Tel: 01 8905162

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 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.

Review

This policy will be reviewed regularly in light of any legislative or other relevant indications.