



Galway City Council

Data Protection Policy

Approved

Date:

Director of Service

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Version control

Version	Author	Date	Review
Version 1	Alfie Jones	1 April 2016	
Version 2	Alfie Jones	April 2018	

Document Information

Title:	Galway City Council data protection policy
Purpose:	The purpose of this policy provides the basis for protecting confidential personal data processed by Galway City Council while ensuring compliance with legal and regulatory requirements.
Author :	Alfie Jones Galway City Council
Audience:	All Users(including staff, contractors, sub-contractors, agency staff, authorised third party service providers, elected members) , System administrator, developers of CT systems in Galway City Council
Related Documents	ICT acceptable usage and information security policy Web Services Policy Document Password Policy Third party Network access policy ICT Content filtering policy ICT Email filtering Policy
Review Date	April 2020
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Acknowledgment	Template provided by LGMA Information security group

Introduction

In the course of its business, it is necessary for Galway City Council to collect, process, transmit, store and otherwise handle personal data about individuals. This policy outlines a Privacy Policy for use by Galway City Council.

This policy applies to all users within Galway City Council. This includes permanent and temporary staff members, independent contractors, subcontractors, staff of partner organisations or any user of the information processing systems and related services provided by Galway City Council.

Policy Scope

The scope of this policy is to include all personal data which is collected, processed, transmitted, or stored (the term processed will be used throughout the remainder of this document) by Galway City Council, whether for its own purposes or those of its customers.

Summary

The main points covered by this document are:

- This document outlines a Privacy Policy for use by Galway City Council.
- The purpose of this policy is to ensure that all personal data information belonging to customers, staff and third parties is handled and protected in accordance with the sensitivity of its nature.

Galway City Council Responsibilities

Galway City Council is legally required to ensure that an individual's right to privacy is safeguarded, that personal data is used only as intended, and that precautions preventing misuse are both effective and appropriate. Galway City Council recognises that in the course of its business it is necessary for Galway City Council to record, store, process, transmit, and otherwise handle private information about individuals. Galway City Council takes these activities seriously and seeks to provide fair, secure and legal systems for the appropriate handling of this private information.

All such activities at Galway City Council are additionally intended to be consistent with the requirements including (but not limited to) European General Data Protection regulations EU2016/679, European law enforcement directive EU2016/680, Data Protection bill 2018 and generally accepted privacy ethics and standard business practices. As such Galway City Council will ensure that personal data entrusted to it is;

- Processed fairly and lawfully, having satisfied the requisite conditions for processing
- Obtained for specified business and/or legal purposes and not be processed in a way which is incompatible with the purpose(s) for which it was collected
- Adequate, relevant and not excessive for the purpose(s) for which it is processed
- Accurate and, where necessary, kept up to date
- Not kept for longer than is necessary to fulfil the purpose(s)
- Processed in accordance with the individuals rights as dictated by relevant legal requirements
- Appropriately protected against unauthorised, inadvertent or illegal processing and/or disclosure
- Restricted to designated countries in accordance with legal and regulatory requirements

Galway City Council will make adequate efforts to ensure that all private information maintained by Galway City Council is accurate, timely, relevant, and complete. Galway City Council will also make reasonable efforts to ensure that all private information is used only as intended, and that precautions preventing misuse are adequate.

Galway City Council is additionally responsible for establishing appropriate controls to ensure that private information is disclosed only to those who have a legitimate business need and that all such data is free from a significant risk of undetected alteration.

Galway City Council will make reasonable efforts to ensure that all such information is protected from unauthorised access and disclosure.

Disclosure of Personal Information

In accordance with General Data Protection regulations and the data protection Bill 2018, Galway City Council has a duty to disclose any personal information held on its systems, both electronic and paper based, belonging to individuals.

Upon written request Galway City Council will disclose to the authorised individual all information held by Galway City Council on that individual. Each individual retains the right to make corrections to any incorrect data held on them by Galway City Council.

The exception to this policy is where information is being used in pursuit of criminal or civil case and Galway City Council is legally obligated to not reveal such information.

All requests for personal information coming from an individual must be forwarded to Data Protection officer, Galway City Council who will process the request as appropriate.