



Corporate Services Privacy Statement

This Privacy Statement forms part of and is governed by the general Privacy Statement for Tipperary County Council <https://www.tipperarycoco.ie/your-council/privacy-statement>

Data Processing Activity	Purpose	Lawful Basis for Processing Data	Third Party Sharing	Third Party Data Processors
Assessing and administering requests under the Freedom of Information Act 2014	To facilitate the legal rights of persons to access records of the local authority	Sections 9, 10 and 11 of the Freedom of Information Act 2014	Office of the Information Commissioner	None
Assessing and administering requests etc under the Data Protection Act 2018 and dealing with Data Breaches	To fulfil the legal obligations of the Council in relation to the rights of data subjects	Data Protection Act 2018 and General Data Protection Regulation (GDPR)	Data Protection Commission	None
Assessing and administering requests for Environmental Information	To fulfil the Councils legal obligations under Environmental Legislation	Access to Information on the Environment Regulations 2007, as amended	Office of the Commissioner for Environmental Information	None
Dealing with complaints received through the Office of the Ombudsman	To fulfil the Councils obligations under our Customer Charter and in accordance with National legislation	Ombudsman Act 1980, as amended	Office of the Ombudsman	None
Arrange training for staff in the Irish Language	To enable relevant staff to improve their fluency in the Irish Language in order to provide this service to the public	Official Languages Act 2003	None	Gaelchultúr

Records Management	To effectively manage Council records.	National Retention Policy for Local Authority Records 2002, Article 30 GDPR, ISO 15489	None	Iron Mountain
Processing of county records; receipt, organisation, preservation and public access	To preserve for posterity and to facilitate public access to the county records	Section 80 Local Government Act 2001, Articles 5,6,9,14 and 89 GDPR	None	Muckross House
Reception; Call Centre; Customer Relationship Management and other reporting Systems; Email; opening the post	Provide an integrated Customer Support Service	Section 65 Local Government Act 2001	FixMyStreet	None
To facilitate the administration of Council Meetings and Civic Functions	Holding of Annual, Budget, Monthly Plenary, Municipal District and Strategic Policy Committee Meetings and the holding of Civic Functions	Local Government Act, 2001 and Standing Orders	Media	Decision Time
Local Elections and Ethical Framework	To facilitate the submission of nominations for local elections and administration of Annual Declarations and Donations Statements for the elected members and relevant staff	Part 15 of the Local Government Act, 2001	Department of Housing, Planning and Local Government	Printing Companies Media Political Parties County Registrar

Councillor Financial Supports Framework	To fulfill the legal obligation of the Council in respect of payments, expenses and allowances due to Councillors.	Part 14 of the Local Government Act, 2001. Local Government (Expenses of Local Authority Members) Regulations 2014-2017	None	My Pay
Cathaoirleach Capital Related Projects	To facilitate grants to voluntary/community groups for capital related projects	Part 9 & 12 of the Local Government Act, 2001	None	None
Mobile Device Management	Administration of smart mobile devices for staff and Councilor's	Section 65 of the Local Government Act, 2001	Mobile Networks	Mobile Networks
Staff Car Park Administration	To facilitate eparking for staff	Section 65 of the Local Government Act, 2001???	None	Park Magic
Administration of Coroners Payments	To facilitate the administration of Coroners Financial Payments	Coroners Act, 1962	None	None
Tender Procurement	To facilitate the receipt of tenders	Part 12 of Local Government Act, 2001. Section 4 (f) and (g) of the Public Service Management Act, (PSMA), Act, 1997 National Public Procurement Policy Framework	Office of Government Procurement	Office of Government Procurement (OGB) Department of Public Expenditure and Reform (etenders)

Corporate Supports	To fulfill the Councils obligations in relation to the publication of statutory documents i.e. Annual Report, Corporate Plan, Performance Indicators.	Part 14 & Part 21 of the Local Government Act, 2001.	Printing Companies Graphic Designers Irish Translators NOAC Department of Housing Planning and Local Government.	National Oversight and Audit Commission (NOAC) Local Government Management Agency (LGMA) Depart of Housing, Planning and Local Government.
Insurance Policy Management	To facilitate processing of Insurance Claims	Sec 65 of the Local Government Act 2001,	Irish Public Bodies, Solicitors, Liability Investigation Services,	Irish Public Bodies
Franchise/Register of Electors	To fulfill Councils legal obligation under electoral legislation. To enable members of the Public to exercise their right to vote.	Electoral Act 1992 as amended.	IReg Check the Register.ie	County Registrar Other Local Authorities
CCTV in public areas of Council Buildings	Staff and public safety Security of Properties.	Section 65 of the Local Government Act, 2001. Safety, Health & Welfare at Work Act, 2005	None	None