

## **Privacy Notice – Applicants for St Patrick’s Day Parade**

The Community Department is committed to protecting the privacy of applicants to participate in St Patrick’s Day Parade and complying with the Data Protection Acts 1998 to 2018 and General Data Protection Regulations (GDPR). This Privacy Notice sets out the basis by which personal data of such applicants is collected, used, and disclosed. It also outlines applicants’ rights in respect of such personal data.

### **How information about St Patrick’s Day Festival applicants is collected**

Personal data of applicants is collected and processed via the St Patrick’s Day application form which is published on the council’s website once the festival is advertised / launched each year. Examples of data that may be collected/processed in the above process (digitised or by hard copy) include:

- Group Name
- Address and contact details of key organisation committee members) email, phone, website and social media

### **Option to be added to St Patrick’s Day Festival mailing list**

Applicants are also given the option for their contact details to be added to the St Patricks Day Festival mailing list which will facilitate the Community Department notifying them of any future festival events.

### **Lawful basis for processing personal data relating to applicants**

Consent is the legal basis for this processing; applicants are given an option (active Tick box option) to have their details added to the St Patricks Day Festival mailing list.

A separate consent form is attached to the St Patricks Day parade application form and applicants are informed it has no bearing on the outcome of their application.

### **Photography**

Consent is the legal basis. Applicants are given an option (active Tick box option) to indicate consent to post images of entries on our St. Patrick’s day facebook page, and Fáilte Ireland St Patrick’s Day Festival promotional material.

### **Sharing St Patrick Day Festival Grant data**

Application information or mailing list data will only be used for the purposes of St Patricks Day Festival application process or similar Council run community initiatives under the remit of the Community Department of Waterford City and County Council.

### **Retention of Personal Data**

Personal Data in relation to St Patricks Day Festival applicants will be retained only for as long as necessary for St Patrick's Day Festival purposes and in line with the National Retention Policy for Local Authority Records.

### **Applicants Rights in relation to personal data**

Under the General Data Protection Regulations applicants have [rights in relation to their personal data](#)

If an applicant wishes to make a Data Protection enquiry or an access request, it should be submitted in writing (this can include email) to:

Data Protection Officer, Waterford City and County Council, City Hall, Waterford X91 PK15

Tel: 0761 10 2020 Email: [dataprotection@waterfordcouncil.ie](mailto:dataprotection@waterfordcouncil.ie)

### **Making a complaint**

If an applicant has any concerns regarding the security of the personal data that the Council holds on them with regard to the St. Patricks Day Festival, they should in the first instance raise the matter with the Senior Executive Officer, Community Department or the Council's Data Protection Officer (contact details above).

In any event, an applicant can [Raise a Concern](#) directly with the Data Protection Commissioner.

This Privacy Notice was last reviewed in December 2018.

- [Insert hyperlink to ODPC website](#)