



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

Economic Development - Privacy Notice – Applicants for Festival Grants

Under Section 66 of the Local Government Act 2001, Waterford City & County Council (“the Council”) has authority to provide grant funding for support of festivals within its functional area. On an annual basis the Economic Development Office of the Council provides financial assistance (Festival Grants) to groups and/or organisations

The Economic Development Office is committed to protecting the privacy of Festival Grants applicants and complying with the Data Protection Acts 1988 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 Festival Grants applicants is collected

Personal data of applicants is collected and processed via the Festival Grant application form which is published on the council’s website once the scheme is launched each year. Examples of data that may be collected/processed in the above procedure include:

- Name
- Address and contact details of key festival committee members (email, phone, website and social media)
- Organisational data for groups (structure, nos. of staff /volunteers)
- Names of other individuals participating in festival committee

Option to be added to Festival Grant mailing list

Applicants are also given the option for their contact details to be added to the Festival Grants mailing lists which will facilitate the Economic Development office notifying them of any future festival grant schemes.

Lawful basis for processing personal data relating to grant applications

The Local Government Act 2001 provides the legislative basis for the Council to process Festival Grants applicants’ personal data (assessing applications and awarding funding)

Lawful basis for processing personal data relating to arts office mailing list

This Privacy Notice was last reviewed in October 2018

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

A separate consent form is attached to the Festival Grant application form and applicants are informed it has no bearing on the outcome of their application.

How we use applicant information

We use the information we collect to:

- Assess applications
- Make recommendation to elected Council regarding award of grants
- Communicate to applicants in relation to application (outcome etc)
- Communicate to successful applicants in relation to award of grant
- Notify media of grants awarded

Sharing Festival Grants applicants data

Application information or mailing list data is not shared with any third parties.

Retention of Personal Data

Personal Data in relation to Festival Grants applicants will be retained only for as long as necessary for Festival Grants 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 20 20 Email: dataprotection@waterfordcouncil.ie

Making a Complaint

If an applicant has any concerns regarding the security of the personal data that the Economic Development Office holds on them, they should in the first instance raise the matter with the Senior Executive Officer, Economic Development office 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.

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