

Your Data Protection 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 us is found to be inaccurate you have the right to change, remove, block or object to the use of personal data held by Louth County Council. 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 the delivery of a service to you. Please note that to help protect your privacy we take steps to verify your identity before granting access to personal data.

As an individual whose personal data is processed by Louth County Council you have the following rights to control what personal information is used by us and how it is used by us.

1. The Right to be Informed

- This privacy notice provides you with some of the high level information required.

2. The Right to Access Information

- You have the right to ask for all the data/information we have about you and the services you receive from us. When we receive a request from you we must give you access to everything we have recorded on you within one calendar month.
- If you wish to make a request to view your records please e-mail dataprotection@louthcoco.ie. However, we cannot let you see any parts of your record which contain:
 - Confidential information about other people or
 - Data a professional thinks will cause serious harm to you or someone else's physical or mental wellbeing or
 - If we think that giving you the information may stop us from preventing or detecting a crime.

3. The Right to Rectification

- If your personal data is inaccurate we will correct it without undue delay. Please let us know what the correct information is so we can correct it. If the information we hold on you is incomplete please provide us with the supplementary information so we can complete the information we hold.

4. The Right to Erasure (Right to be Forgotten)

In some circumstances you can ask for your personal data/information to be deleted i.e.

- Where your personal data/information is no longer needed for the reason why it was collected in the first place.
- Where you have removed your consent for us to use your information (where there is no other legal reason for us to use it)
- Where there is no legal reason for the use of your information
- Where deleting the information is a legal requirement



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Facilities provided by



- Where your personal information has been shared with others, we'll do what we can to make sure those using your personal information comply with your request for erasure.

Please note we can't delete your information where:

- We are required to have it by law
- It is used for freedom of expression
- It is used for public health purposes
- It is necessary for legal claims

5. **The Right to data portability**

- You have the right to ask for your personal information to be given back to you or another service provider of your choice in a commonly used format.
- However, this only applies if we are using your personal data with consent (not if we are required by law), if the processing is carried out by automated means, or where processing is conducted on the basis of a contract between us.

6. **The right to object to the processing of personal data**

- You have the right to object to certain types of processing of your personal data where it is done in the public interest or under official authority. This is the processing that we do in the Local Authority.
- However, if this request is approved this may cause delays or prevent us from delivering that service.

7. **The right of restriction**

- You have the right to ask us to stop or restrict what we use your personal data for.
- When data is restricted it cannot be used other than to securely store the data and with your consent to handle legal claims and protect others or where it is in the public interest.
- Where possible we will seek to comply with your request but we may need to hold or use information because we are required by law.