



REQUEST FOR THE LORD MAYOR TO ATTEND AN EVENT - PRIVACY NOTICE

1. **Purpose** – Data is collected to inform the Lord Mayor about the requesting organisation (“the Host”), the nature of the event, and to have a point of contact for the event.
2. **Legal Basis** – Data is collected in accordance with Cork City Council’s “Protocol for Inviting Lord Mayor and Lady Mayoress”, and the Local Government Act 2001.
3. **Personal Information Required** – Point of contact name and number, name and address of president/chairman, name and address of officers, if applicable.
4. **Information Sharing** – Data will be shared with the Lord Mayor for the purpose of attending the event, with the Lord Mayor’s driver for logistical purposes, and with appropriate staff in Council Services and Communications for information.
5. **Information Retention** – Data will be retained for the one-year tenure of the relevant Lord Mayor, then offered to the Archivist.

6. 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.

<https://www.corkcity.ie/en/media-folder/public-info/update-ccc-data-protection-subject-access-request-form-june-2019.pdf>

7. Right of Complaint to the Office of the Data Protection Commissioner

If you are not satisfied with the outcome of the response you received from Cork City Council in relation to your data subject access request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner's website is www.dataprotection.ie or you can contact their Office at: Lo Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address:

Data Protection Commissioner

Canal House

Station Road

Portarlinton,

Co. Laois.

R32 AP23.

For further information in relation to Cork City Council's Data Protection Policy & Privacy Statement, please go to <https://www.corkcity.ie/en/council-services/public-info/gdpr/>

If you require a paper copy of either document, please contact us on 021 4924000 or email dataprotection@corkcity.ie