



Comhairle Cathrach Chorcaí
Cork City Council

Garda Vetting Privacy Notice

1. **Introduction** – Cork City Council (the Council) is responsible for the provision of an extensive range of public services. This is the Privacy Notice for the Garda Vetting function of the People and Organisation Development Directorate.

2. **Legal Basis** - The National Vetting Bureau (Children & Vulnerable Persons) Act 2012 – 2016 requires (inter alia) that Relevant Organisations vet employees/volunteers who are engaged in Relevant Work or Activities. The Council is deemed to be a ‘Relevant Organisation’ for the purposes of the Act.

3. **Purpose** - The Act stipulates that a Relevant Organisation shall not permit any person to undertake relevant work or activities on behalf of the Organisation, unless the Organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. The Act also creates offences and penalties for persons who fail to comply with its provisions.

3. **Personal Information Required** – In order to complete the Garda Vetting Process, the Council requires the following personal information from the employees/volunteers who are engaged in Relevant Work or Activities.
 - Forename(s), surname
 - Date of birth, place of birth
 - Passport number
 - Email Address, contact number
 - Current and previous addresses
 - Mother’s maiden name

- Gender
- Role being vetted for
- Details of convictions

Additional documentation may also be required from you, in relation to proof of identity and proof of residency requirements. (The documents you provide to meet these requirements may also contain personal information).

Following receipt of a vetting disclosure under the Act, this information will be retained, and the Council will carry out re-vetting every 3 years. This information will be used in order to comply with our obligations under the National Vetting Bureau (Children & Vulnerable Persons) Act 2012-2016.

Where data is processing based on consent, you have the right to withdraw that consent at any time.

Other than as mentioned below, the Council will only disclose information about you to third parties if legally obliged to do so or to comply with our contractual duties to you.

4. **Information Sharing** -The Council may share your information with third parties in accordance with statutory and regulatory obligation. The staff of People and Organisation Development Directorate request/obtain/share information with the following bodies in relation to the Garda Vetting Process:
 - An Garda Síochána
5. **Processing of Personal Data** – the volume of customers the Council serve, and the range of services provided by the People and Organisation Development Directorate, require ICT systems to manage and process employee/volunteer data which include:
 - National Garda Vetting Database

Hard Copy forms are also retained. Access to the data is controlled and restricted to relevant staff involved in accessing and processing the various services with other security measures such as passwords.

6. **Information Retention** – The information you provide as part of your request will be retained in accordance with the National Retention Policy for Local Authority Records.

7. **Right to amend inaccurate information** – The Council must take reasonable steps to ensure that personal data it holds is correct, complete and up to date. If the data held by us is found to be inaccurate, misleading or incomplete you have the right to request rectification of the data. For example, you may have changed your name, address, contact details etc., if so then please contact us so that we can correct it. You can do this by

Emailing us at: garda_vetting@corkcity.ie

Writing to us at: Recruitment Section, People & Organisation Development Directorate, Cork City Council, City Hall, Cork.

8. **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>

9. **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

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