



Comhairle Chontae na Gaillimhe **Galway County Council**

Privacy Notice – [Supplier set up forms – Accounts Payable]
Draft Version 1

Document Information

Document Title	Privacy Notice – [Accounts Payable – Supplier set up forms]
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1			Privacy Notice [MMcGovern / Finance - 19 NOV 2020]

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Galway County Council is the local authority for the County of Galway and in performing its functions, Galway County Council is required to process significant amounts of “Personal Data” within the meaning of the Data Protection Acts 1988 / 2003/2018 (“the Acts”) and the European regulations 2016/679 (GDPR). Galway County Council respects the privacy rights of those whose Personal Data we process and we are conscious of our obligations under the Data Protection Acts.

This Privacy Notice explains how Galway County Council will process Personal Data collected through our “Supplier set up forms” as required to process our payment obligations under contract Law.

What type and how will your Personal Data be collected?

Your personal data will be collected from you when you complete the Supplier set up form.

What is our lawful bases for processing your Personal Data?

Galway County Council’s lawful basis for processing Personal Data is as follows:

- Article 6(1)(b + e) determines that processing is lawful where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Who will your Personal Data be shared with?

We may share your personal data internally with relevant departments for the purpose of fulfilling the above stated legal basis.

How will we protect your Personal Data?

Any data we collect from you will be stored confidentially and securely as required by the Galway County Council Privacy Statement & Data Protection Policy. Galway County Council is committed to ensuring all accesses to, uses of, and processing of, Galway County Council data is performed in a secure manner.

When we store your personal data on our systems the data will be stored either on the Galway County Council premises or on secure IT platforms within the EEA which are also subject to European data protection requirements.

How long will we hold your Personal Data?

Galway County Council undertakes to retain the person data you supply for no longer than the duration of the you being a supplier of Galway County Council or as required by legislation.

What are your rights?

For further information on how Galway County Council processes Personal Data and your rights, please refer to Galway County Council's Privacy Statement and Data Protection Policy which can be found on our website galway.ie.

OR

You may contact Galway County Council 's Data Protection Officer at 091 509290 or dpo@galwaycoco.ie

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 Galway County Council in relation to your 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