



Comhairle Cathrach Chorcaí
Cork City Council

Payroll Section Privacy Notice

1. Cork City Council has created this privacy notice to demonstrate our firm commitment to privacy and to assure you that all your dealings with the Payroll Section will adhere to the general principles of data protection and your data is :
 - Processed lawfully, fairly and in a transparent manner
 - Collected for specified, explicit and legitimate purposes
 - Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')
 - Accurate and, where necessary, kept up to date
 - Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal
 - Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

2. **Purpose** –The following categories of data (where applicable) may be required from all employees/pensioners of Cork City Council for Payroll processing purposes;
 - PPSN number
 - Class of PRSI
 - Personal contact details such as name, title, addresses, telephone numbers
 - Bank account details and tax status information
 - Illness Benefit Entitlements / Maternity Benefit Entitlements
 - Voluntary Deduction Sources
 - Trade Union Membership Deduction Authorisation
 - PRD10 Form.

3. **Legal Basis** - The legal basis and legitimate interest for processing personal data are included in;
 - Department of Planning, Housing and Local Government Circulars & Regulations
 - Local Government Act 2001 – Section 107
 - Revenue Commissioners – Employers Guide to PAYE Part 42-04-35
 - Finance Acts
 - Social Welfare Acts
 - Local Authority Accounting Code of Practice 2002-2018.

4. **Information Sharing** -The Council may share your information internally (within the Council) in accordance with statutory obligations. In addition, the Council may share your information with third parties in accordance with statutory and regulatory obligations. The Payroll Section request and obtain information from and provide information to the following bodies:

- MyPay – Local Government Shared Services Centre – Payroll & Superannuation. The Council has authorised MyPay to process payroll and superannuation on behalf of the council.
- Revenue Commissioners
- Voluntary Payroll Deduction Providers
- Department of Employment Affairs and Social Protection
- Central Statistics Office.

5. **Retention** -Your information will be retained in accordance with the Local Authority National Records and Retention Policy 2002 as updated.

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.

6. **Right to amend inaccurate information** - Cork City 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: foi@corkcity.ie or **Writing** to us at: Freedom of Information, Cork City Council, City Hall, Cork.

7. **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>

8. **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.

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