



Comhairle Cathrach Chorcaí  
Cork City Council

## Child Protection Privacy Notice

1. **Purpose** - Under the Children First Act 2015 and National Guidance for the Protection and Welfare of Children 2017, Cork City Council has reporting obligations in relation to child protection.
2. **Legal Basis** - The legal basis for processing of personal data in this activity is the Children First Act 2015 and National Guidance for the Protection and Welfare of Children 2017.
3. **Personal Information Required** - Personal data is required in relation to a child about whom there has been a report.

### ***In relation, to a child about whom there has been a report;***

The personal information held may include;

- Name
- Address and Eircode
- Date of Birth/Age
- Gender
- Disclosure of Abuse
- School name
- School Address

### ***In relation, to a Parent/Guardian of a child about whom there has been a report;***

The personal information held may include;

- Name
- Address and Eircode
- Date of Birth/Age
- Telephone Number
- Legal Guardian of the Child

### ***In relation, to siblings of a child about whom there has been a report;***

The personal information held may include;

- Name
- Address and Eircode
- Date of Birth/Age
- Relationship

***In relation, to a person allegedly causing concern:***

The personal information held may include;

- Name
- Address and Eircode ( Present address and address at the time of the alleged incident)
- Date of Birth/Age
- Gender
- Relationship to the child
- Occupation
- Disclosure of Abuse

***In relation, to the reporter of the alleged abuse;***

The personal information held may include;

- Full name
- Professional Address
- Organisation
- Mobile no.
- Email
- Landline
- Position Held

This information will be used, in order, to comply with statutory obligations.

Where special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation are processed, the Council will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency.

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

4. **Information Sharing** -The information you provide as part of an investigation in relation to a child about whom there has been a report may be shared with other sections of Cork City Council and with third parties in accordance with statutory and regulatory obligation.

The Child Protection area within the Health & safety Section may request, obtain, and/or share information, in carrying out its various functions, from/with the following bodies:

- Tusla
- An Garda Síochána

5. **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.
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](mailto: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](http://www.dataprotection.ie) or you can contact their Office at: Lo Call Number: 1890 252 231

E-mail: [info@dataprotection.ie](mailto: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](mailto:dataprotection@corkcity.ie)

**July 2020**