



**Comhairle Cathrach
na Gaillimhe**
Galway City Council

Galway City Council Privacy Policy

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Acronyms

Galway City Council	GCC
General Data Protection Regulations	GDPR
Data Protection Commission	DPC
Data Protection Officer	DPO
Data subject access request	DSAR
European Economic Area	EEA
Data Protection Acts	The Acts
Statutory Instruments	S.I.
Housing Assistance Programme	HAP
Law Enforcement Directive	LED
Subject Access Request	SAR
Local Government Management Agency	LGMA
European Economic Area	EEA

1. Introduction

Galway City Council (GCC) is a local authority established under the Local Government Act, 2001, as amended. It elects 18 councillors to the Council every 5-years and it has the responsibility for the provisions of services to 83,500 people (2022 data). GCC local authority manages Ireland's third largest city and is responsible for the provision of the following services within its remit. City Hall has aligned its directors and structures into 6 specific areas:

1. Social Development
2. Operational Development
3. Project Development
4. Urban Development
5. Corporate Development
6. Tourism Development

Each area has one director overseeing the area and each area has specific responsibilities:

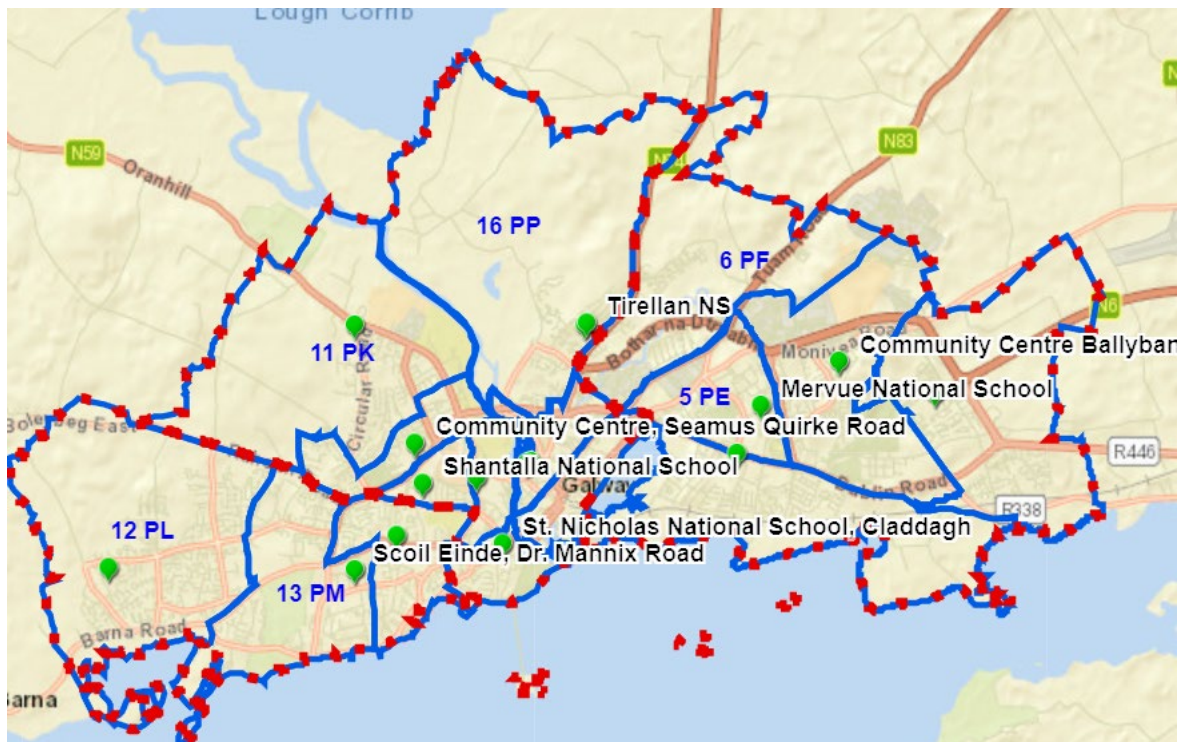
- I. Social Development-
 - Housing Services & Housing Capital
 - Housing Maintenance
 - Traveller Accommodation
 - Homelessness Services
 - Social Inclusion
 - Ukrainian Services
 - Integration
- II. Operational Development-
 - Roads and Transportation Maintenance
 - Environment Services
 - Recreation and Amenity
 - Water Services
 - Community Centres
 - Fire and Emergency Shared Service
- III. Project Development-
 - Project Management Office (PMO) & Capital Development
 - New HQ Development
 - City Hall site re-development
 - Active Travel
 - GCRR Development
 - Property Assets & Derelict Sites
 - Climate Change
- IV. Urban Development-
 - Placemaking
 - Forward Planning
 - Development Control
 - Architectural Services
 - Economic Development
 - Heritage & Conservation
 - LEO and Library Shared Service
- V. Corporate Development-
 - Finance
 - Corporate Services

- Corporate Governance
- Communications & Marketing
- Gaeilge / Irish Language
- ICT & Digital
- Corporate Transformation
- Change Management
- Commercial Services

VI. Tourism Development-

- Tourism
- Arts
- Culture
- Community

GCC geographical functional area can be seen in the map below:



GCC has 3 electoral areas, Galway East, Galway West and Galway City Central. Each electoral area has 6 Councillors. A mayor of the City is elected on yearly basis by the Councillors.

GCC is required under General Data Protection Regulation (GDPR) to have a legal basis for processing personal data and special categories of personal data. Our remit for the processing of personal and special categories of personal data is set out in variety of different legislative regimes. The primary legal basis for processing is the Local Government Act, 2001, as amended.

Protection of personal data is our utmost priority in GCC as the data we hold on customers and staff includes both personal and special category of personal data. Breaches could impact customers and staff and could affect GCC's ability to provide services to the population of Galway City. GCC ensures that the highest standards of protection of our customer data and staff personal data is applied to our systems.

GCC requires personal data from our customers to assist us in the provision of services. Only data that is necessary is collected and processed from customers. This allows us to adhere to our GDPR requirements of data minimisation.

GCC endeavours to ensure that we comply fully with GDPR and the Data Protection Acts, 1988 to 2018 (the Acts), as amended.

It is the duty of every member of staff to adhere to the contents of this policy and a copy of this policy will be provided to each member of staff.

2. Scope of this policy

This policy is for the benefit of employees, customers and third parties that interact with GCC. It is to provide information about the way GCC uses, processes and retains personal data and how GCC complies with the requirements of GDPR and the Acts.

This policy must be read in conjunction with other policies, the privacy statement and the privacy notice. These form part of this policy but are separate documents that compliment this policy.

3. Relevant Legislation & information

GCC's statutory basis is set out in the Local Government Act 2001, as amended. Our functions and the legal basis for the processing of personal data is set out in large number different pieces of legislation. Some of these will be referred to in this policy but others will not be.

GDPR and the Acts are the main reason for the establishment of this policy. Reference to the regulations and Irish data protection legislation will be prominent throughout this policy. If you wish to refer to any of the articles or sections these can be accessed at the below hyperlinks:

1. [General Data Protection Regulation \(GDPR\) – Official Legal Text \(gdpr-info.eu\)](https://gdpr-info.eu)
2. [Data Protection Act 2018 \(irishstatutebook.ie\)](https://www.irishstatutebook.ie)
3. [Data Protection \(Amendment\) Act 2003 \(irishstatutebook.ie\)](https://www.irishstatutebook.ie)
4. [Data Protection Act, 1988 \(irishstatutebook.ie\)](https://www.irishstatutebook.ie)

4. Secondary Legislation

There are a number of statutory instruments (S.I) that you may be not to be aware of. These only apply in respect of specific circumstances and may not apply to GCC as the personal data that we process may not come within the remit of these S.I's

1. [S.I. No. 121/2022 - Data Protection Act 2018 \(Access Modification\) \(Health\) Regulations 2022 \(irishstatutebook.ie\)](https://www.irishstatutebook.ie)
2. [S.I. No. 83/1989 - Data Protection \(Access Modification\) \(Social Work\) Regulations, 1989 \(irishstatutebook.ie\)](https://www.irishstatutebook.ie)

5. Useful websites

Other useful websites that can assist in making the regulations and the Acts easier to understand are as follows:

1. Citizen Advice- [Home \(citizensinformation.ie\)](https://www.citizensinformation.ie)

2. European Data Protection Board- [EDPB | European Data Protection Board \(europa.eu\)](https://edpb.europa.eu/)

6. Queries, questions or advice

If you have any queries, questions or you are seeking advice on GDPR and the Acts, you can contact GCC's Data Protection Officer (DPO) by:

1. E-mail: dpo@galwaycity.ie
2. Telephone: 091-536400

7. Most important GDPR terms

What is personal data?

Personal data “means any information relating to an **identified or identifiable natural person** ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person” (Article 4(1) GDPR).

Here are examples of types of personal data:

1. A person's name
2. A person's home address.
3. An e-mail address with first name and/or surname
4. An identification card number e.g., Personal Public Service Number (PPSN) card number, driving licence.
5. Mobile phone location data.
6. An Internet Provider address (IP)
7. Location data

This is not an exhaustive list. It is illustrative and may be expanded on as technology advances to include other aspects that can be used to identify a living individual.

If a living person can be identified by one or any of the above-mentioned examples, then this is considered personal data.

GDPR regulations and personal data can only apply to a living person. It does not apply to a deceased person. It also does not apply to a company/legal entity (There are exceptions to this).

8. Special Categories of Personal Data

Under GDPR, there is a class of personal data that is given a greater degree of protection due to the nature of this data. The types of special category of personal data (Article 9(1) of GDPR) are as follows:

1. Personal data revealing ethnic or racial origin.
2. Political opinions.
3. Religious or philosophical beliefs
4. Trade union membership.
5. Processing genetic and biometric data processed for the purpose of uniquely identifying a natural person.

6. Data concerning health or data concerning
7. A natural person's sex life or sexual orientation

GCC must have a reason under article 6(1) and article 9(2) of GDPR to process this data.

9. Reasons for processing

Article 6(1) GDPR

GCC must have basis under article 6(1) to process personal data. Article 6(1) sets out the following requirements for GCC to process personal data:

- a. the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- b. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- c. processing is necessary for compliance with a legal obligation to which the controller is subject
- d. processing is necessary in order to protect the vital interests of the data subject or of another natural person
- e. processing 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;

The above 5 criteria apply to GCC. However, there is a 6th criteria under article 6(1) but this does not apply to public authorities and this is:

- f. processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child

Point (f) of the first subparagraph shall not apply to processing carried out by public authorities in the performance of their tasks.

Article 9(2)

When processing special categories of personal data, GCC is required to come within 6(1)(a) to (e) above and to come within the requirements of article 9(2). Processing of special categories of personal data requires two reasons for it to be done within GDPR.

If GCC cannot find a basis under 6(1)(a) to (e) then it cannot process the special category of personal data. If it has established a reason under article 9(2) but cannot find a reason to process the data under article 6(1)(a) to (e) then it is not entitled to process the special category of personal data.

Article (9)(2) states:

Paragraph 1 shall not apply if one of the following applies:

- a. the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject
- b. processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised

by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject

- c. processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- d. processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;
- e. processing relates to personal data which are manifestly made public by the data subject;
- f. processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- g. processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- h. processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3
- i. processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy
- j. processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Article 9(2)(i) may not apply to GCC as we may not be authorised to process data under this article.

10. What is Processing?

Processing personal data is where an organisation that has personal data on an individual e.g., a person's name, address and e-mail address etc collects, records, stores, organises, structures, adapts or alters, retrieves, consults, uses, discloses, disseminates or makes personal available that personal data.

It also includes the alignment or combination, restriction, erasure or destruction of personal data (Article 4(2) GDPR).

11. Website for further information

The Data Protection Commission provides details guidance on the legal basis for processing personal data. You can find out more by clicking the hyperlink below:

12. How GCC collects personal data?

GCC provides services within the City and its environs. To assist GCC in the provision of these services, GCC collects personal data in a number of ways:

1. Directly from the individual submitting forms to access our services e.g. Housing Assistance Programme (HAP)
2. Application to the register of electors e.g. a person's name, address, PPSN etc
3. Planning applications e.g., person(s) name and address
4. Data supplied by third parties e.g., waste management complaints, a neighbour complaining about waste being on a neighbouring property.
5. CCTV cameras e.g., security cameras operating on GCC premises records and stores the data on customers who access our premises and patrons attending Galway City Museum.

These are just some examples of the ways GCC collects personal data. It is not an exhaustive list; it is simply to highlight the variety of ways upon which GCC can collect personal data on individuals within Galway City and its environs.

GCC also receives personal data from other organisations:

1. An Garda Siochana (AGS),
2. Revenue Commissioners.
3. Health Service Executive (HSE)
4. Tusla.
5. Residential Tenancies Board (RTB).
6. Department of Social Protection.
7. Department of Transport

This is also not an exhaustive list.

13. Types of personal data that GCC processes

These are some of the types of personal data that GCC collects and processes:

1. Name and surname
2. Home address
3. E-mail address
4. Family law court orders for guardianship, access, divorce and judicial separation
5. Financial information, bank accounts
6. Ethnic and racial origins.
7. Health and disability data

The above are examples of personal and special categories of personal data that GCC may collect but there may be other types of personal data that are collected and not listed above as this is not an exhaustive list.

14. Why do we collect the above personal and special categories of personal data.

GCC only collects personal data and special categories of personal data for the provision of services to our customers. Only data that is necessary for the provision of these services is collected and processed.

Some of the personal data will be published and accessed by members of the public. Planning applications can be accessed and reviewed by attending GCC offices or the planning applications can be viewed on our website.

Special categories of personal data will only be processed for the purpose of assisting employees of GCC in the provision of services. For example, a HAP applicant must provide details of family circumstances, and this could include separation agreements, court ordered access and sexual orientation data where it involves same sex couples. This data is solely used to determine the level of the HAP payment that is to be made.

The examples above are to simply highlighting how GCC can collect and process personal data on customers and should not be considered an exhaustive list.

15. Transfer of data to third parties

Special categories of personal data

GCC will never transfer special categories of data to third parties unless required to do so by AGS, Tusla or another government body that require the said data for the purposes of investigating fraud or criminal wrongdoing by GCC staff member or customer.

If a special category(ies) of personal data is transferred, GCC must adhere to the requirements of GDPR. Under GDPR, transferring special categories of data, GCC is required to ensure that it has two legal bases for doing so. The legal bases are set out in Article 6(1) and Article 9(2) of the regulations.

When special categories of personal data are provided to GCC by a customer, GCC is required to obtain the consent of the customer to further process the special category of personal. Further processing the special category of personal data means when the data was provided for a particular purpose, but GCC is seeking to use it for other purposes than what it was originally provided to us. GCC must obtain written consent from the customer. This requirement also applies to transferring special categories of personal data to third parties.

Where GCC is utilising a third party to develop digital systems, special categories of personal data will only be transferred where it is necessary for development of the said system. This data will be deleted immediately by the third party when the system is built, or the data is no longer required for the purpose of developing the new system.

16. Personal data

Personal data may be transferred to a third party. GCC is only required to have one legal basis for the transfer of data to a third party. The legal basis is set out at Article 6 of the regulations. It must be noted that GCC cannot use Article 6(1)(f) as a legal basis. These have been set out at Reasons for Processing, section 9 above.

GCC has a variety of different business sections. Data held by one section cannot be transferred or processed by another without there being a legal basis for doing so. Where it is transferred internally, GCC can transfer to other sections where a customer has provided

consent to GCC to do so. As such each section must determine whether it has legal basis for transferring personal data to another section but if in doubt, the sections should contact the DPO prior to transferring the data.

GCC has powers of enforcement. These enforcement powers can be civil enforcement or criminal enforcement. Civil enforcement powers of GCC include:

- (a) Planning enforcement
- (b) Litter fines
- (c) Waste enforcement
- (d) Derelict sites enforcement

Criminal enforcement

- (a) Drinking in public

These are just examples of the different enforcement powers that come under the remit of GCC.

When enforcing criminal penalties, GCC is entitled to use Part 5 of the of the Data Protection Act, 2018 as amended. Part 5 of the 2018 Act implements the Law Enforcement Directive 2016/680 (LED). When GCC is enforcing criminal penalties, section 71 of the 2018 sets out the legal basis for processing personal data. The legal basis for processing under the LED is where it is necessary for the performance of a function of a controller in relation to the prevention, investigation, detection or prosecution of a criminal offence, including the safeguarding against, and the prevention of, threats to public security, and the execution of criminal penalties.

GCC has external legal advisers. Where GCC is required to obtain legal advice, it will be required to transfer data to our legal advisers. Only data necessary for the provision of legal advice should be transferred to our external legal advisers and the 2018 Act authorises GCC to transfer the personal data without requiring consent from the data subject.

17. Transfers outside EEA

GCC will not transfer any personal data and special categories of personal data outside the European Economic Area (EEA).

As United Kingdom has left the European Union, it is no longer in the EEA. As a result, personal data and special categories of personal data cannot be transferred to United Kingdom.

18. Non-EEA countries and Data Storage

Personal data and special categories of personal data can be transferred under GDPR. These procedures were developed by European Union. GCC policy requires that all personal data and special categories of personal data must be stored in the EEA and that there will be no transfers to non-EEA countries. However, GCC wishes to make customers aware of the requirements where their data is transferred to a non-EEA country

If an American company was to provide services to GCC, the company must confirm that they adhere to data protection standards set out in GDPR. Any data processing or data sharing agreement must include Standard Contractual Clauses (SCCs). These clauses were developed by European bodies and will be required to be included in all such agreements entered into with a non-EEA company.

The European Union can also certify specific countries that are compliant with GDPR. For example, Britain has been certified compliant with GDPR. When data sharing and processing agreements are entered with a British company then SCCs may need to be included in any agreement entered with a British company.

The above is the current criteria that applies to data storage and data storage to non-EEA countries. If changes occur, this policy will be updated to include any such changes.

19. Data Subject Access Rights

A customer under GDPR has a number of rights and these are as follows:

- (a) Right of access (Article 15)
- (b) Right to be informed (Articles 13 & 14)
- (c) Right to rectification (Article 16)
- (d) Right to erasure (right to be forgotten) (Article 17)
- (e) Right to Restriction of processing (Article 18)
- (f) Right to data portability (Article 20)
- (g) Right to object (Article 21)
- (h) Right to withdraw consent (Article 7)
- (i) Rights in relation to automated decision making including profiling (Article 22)
- (j) Right to make a complaint to the Data Protection Commission (Article 77).

20. Right to Access your Personal Data

A customer is entitled to submit a subject access request (SAR) by variety of different ways to GCC. GCC has 30-days to process the request but if complex and voluminous it can extend the time for processing by a further 60-days. Our SAR policy sets out details of how you can make a request for your personal data.

Right to be informed

A customer has the right to informed about what we do with your personal data and how we process your personal data. Information on your right to be informed is set in our SAR policy.

Rectification/Data Accuracy

GCC is required to comply with Article 16 GDPR. If GCC has inaccurate information then you have the right to submit a rectification request. Please see our rectification policy for further details.

Erasure/Right to be Forgotten

Customer under GDPR are entitled to make a request to have their erased. A request to erase your personal data can be submitted to GCC. For further information about how we process erasure requests, please see our Erasure/Right to be Forgotten Policy.

Right to data portability

A data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller.

Right to object

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6(1), including profiling based on those provisions

Right to withdraw consent

The data subject shall have the right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

Rights in relation to automated decision making including profiling

GCC does not use automated decision making or profile its customers. This article does not apply to this policy.

Right to Complain

A data subject has the right to complain to the Data Protection Commission (DPC) in relation to GDPR. A complaint can be made in writing or via a portal on the Data Protection Commission's website. Details are set out below:

Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28

info@dataprotection.ie

www.dataprotection.ie - [Data Protection Commission](http://www.dataprotection.ie)

+353 (0)761 104 800

+353 (0)57 868 4800

These are the basic tenets of data protections rights under GDPR. When seeking to apply these rights to a customer, GCC will need to ensure that criteria within the regulations are met before enforcing these rights. GCC must balance these rights with the rights of other third-parties.

If GCC do not enforce these rights, then a customer/staff member can make a complaint to the DPC.

Retention Periods/Data Minimisation

Retention periods for records is covered by multitude of different legislation. The Local Government Management Agency (LGMA) has provided a comprehensive spreadsheet relating to retention for various data is held by the GCC.

Currently the LGMA are in the process of revising the retention periods/schedules and these retention periods may change in the near future.

These LGMA retention schedules will apply to non-personal data and where personal data is held by GCC, we will only hold it as long as necessary.

Data breaches

GCC is obligated to report to the DPC data breaches within 72-hours of notification of a breach. This time limit includes weekends and bank holidays. If a breach occurs, you should notify the DPO immediately. If staff become aware of a data breach, they should notify their line manager and the DPO immediately.

A breaches policy is available, and this gives greater guidance on the steps that need to be taken in relation to data breaches. You can access the policy here ([insert hyperlink](#)).

21. Functions and Events

When GCC is undertaking any functions and events, those attending the event must be notified that a photographer will be taking photos and that these may be published on our website, social media accounts and/or in local or national newspapers. The notice should include that those attending have the right not to be photographed and can object to the publishing of their photos on our websites, social media platforms and by local and national newspapers.

Local Councillor(s) may also utilise these events and use photos uploaded onto GCC website and social media platforms. If Local Councillor(s) do this, an objection should be lodged with the Local Councillor(s) and not to GCC.

A sample sign to be used at events is set out at appendix 1 below.

22. Children attending GCC Functions and Events

When GCC organise an event, consent forms must be obtained prior to the event from parents to photograph children or when using video photography where a child is present. If a child's parent(s) or guardian has not signed the consent form, then the photograph or video cannot be published on our website or social media platforms. This applies to all children under the age of 18. A sample consent form is set out at appendix 2 below.

Prior to publication on our website and social media platforms, GCC will require confirmation that consent forms have been signed by parents of any children under the age of 18.

If third party organisations that use GCC facilities or are seeking to publish photographs and video photography, as GCC representatives are in attendance, then an e-mail must be provided to confirm that consent was received from parents.

23. Adults with disabilities

Under the new Assisted Decision Capacity Act 2015 where adults lack the capacity to make decisions due to their disability or due to dementia or mental health difficulties and they have a designated person to assist them with their decisions, then the Assisted Decision Makers will be able to make requests on their behalf. GCC will look for proof that the decision maker has been properly appointed to the role.

Where an application is made on behalf of person who comes within the 2015 Act and where GCC is seeking personal data from the person, GCC will need to be informed to obtain consent from the person and the assisted decision maker(s). A sample consent is set out at Appendix 3.

If GCC is of the view that the Assisted Decision maker is not acting in the best interests of the data subject, it will refuse the request and both the person, and their assisted decision maker can appeal this refusal to the DPC.

24. Review

This policy will be reviewed on yearly basis and if any changes occur, the policy will be updated and communicated to staff and the public.

A review of the policy will be carried out by DPO not later than June 2025. Any revisions must be completed by November 2025. Any amendments to this policy must be completed by December 2025 so that the policy can published on working day in January 2026.

Appendix 1





**Photos and Videos
will be taken at this
event.**

These images may be shared with the local press; posted on Galway City Council website and social media platforms; and included in promotional leaflets and publications including annual reports, newsletters and reports to funding agencies.

**If you prefer not to have your
photograph taken, please advise
staff/ the photographer beforehand.**

All images/ media will be stored safely and securely using appropriate technical measures.





Photography in Progress

Please avoid this area
if you do not wish to
appear on camera



Appendix 2(a)



Photographic/ Media Consent Form (Adults)

Event: _____

Date: _____

Location: _____

Galway City Council and the Creative Ireland Programme request consent, for people appearing in photos/ videos to be used for public engagement purposes.

How will these photos/ videos be used?

Typical usage of the imagery/ videos may include:

- Posts on social media by Galway City Council about this event/ project, or the work of Galway City Council;
- As part of a news story or publication of a press release about this event/ project on www.GalwayCity.ie;
- As part of a report on the work of Galway City Council - for example, the Chief Executive's monthly report to Council; a report to a funding agency or monitoring agency; or an annual report by Galway City Council.
- The Creative Ireland Programme may wish to use your name, image or video in which you feature for archival or public engagement purposes which include official Government websites, reports, media and/or social media channels.

Can I Withdraw my Consent in Future?

If you wish to withdraw consent in future, you can do so by contacting Galway City Council on 091 536 400 or communications@galwaycity.ie, and/or Creative Ireland at creativeireland@tcaqsm.gov.ie.

Consent

I (print name) _____, confirm that I am at least 18 years of age. I understand the purposes outlined above, and I consent to the following use of my personal data and images:

I grant **Galway City Council** full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for publicity.

I give consent for my full name to be published by **Galway City Council** with video/ photographs taken today.

I give consent to the collection and use of this images by **Creative Ireland** for archival or public engagement purposes.

I give consent for my full name to be published by **Creative Ireland** with video/ photographs taken today.

Signature: _____

Date: _____

Galway City Council's Privacy Policy can be viewed at www.galwaycity.ie/privacy-policy

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media's Data Protection Policy is available on www.gov.ie/en/organisation-information/5c605-data-protection/

Appendix 2(b)

Photographic/ Media Consent Form for Children

Event: _____

Date: _____

Location: _____

Galway City Council and the Creative Ireland Programme requests parental/ guardian consent, for children appearing in photos/ videos to be used for publicity purposes.

How will these photos/ videos be used?

Typical usage of these photos/ videos by Galway City Council/ Creative Ireland may include:

- Posts on social media by Galway City Council/ Creative Ireland about this event/ project, or the work of Galway City Council;
- As part of a news story or publication of a press release about this event/ project on www.galwaycity.ie;
- As part of a report on the work of Galway City Council - for example, the Chief Executive's monthly report to Council; a report to a funding agency or monitoring agency; or an annual report by Galway City Council.
- The Creative Ireland Programme may wish to use your name, image or video in which you feature for archival or public engagement purposes which include official Government websites, reports, media and/or social media channels.

Can I Withdraw my Consent in Future?

If you wish to withdraw consent in future, you can do so by contacting Galway City Council on 091 536 400 or communications@galwaycity.ie and/or Creative Ireland at creativeireland@tcagsm.gov.ie.

Consent

I (print name) _____, understand the purposes outlined above, and I consent on behalf of the child(ren) to the following use of personal data and images:

I grant **Galway City Council** full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for publicity.

I give consent for my child(ren)'s full name(s) to be published by **Galway City Council** with video/ photographs taken today.

I give consent to the collection and use of this images by **Creative Ireland** for archival or public engagement purposes.

I give consent for my child(ren)'s full name(s) to be published by **Creative Ireland** with video/ photographs taken today.

Child's Name (please print): _____

Child's Name (please print): _____

Child's Name (please print): _____

Child's Name (please print): _____

Parent/ Guardian's Signature: _____

Relation to the Child(ren) i.e. parent/ guardian _____

Parent/ Guardian's Contact Number: _____

Parent/ Guardian's Email (please print): _____

Galway City Council's Privacy Policy can be viewed at www.galwaycity.ie/privacy-policy

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media's Data Protection Policy is available on www.gov.ie/en/organisation-information/5c605-data-protection

Appendix 2 (c)



Clár Éire Ildánach
Creative Ireland
Programme



Photographic/ Media Consent under Assisted Decision Making Capacity Act

Event: _____

Date: _____

Location: _____

Galway City Council requests adult and Assisted Decision maker to consent, for appearing in photos/ videos to be used for publicity purposes.

How will these photos/ videos be used?

Typical usage of these photos/ videos by Galway City Council/ Creative Ireland may include:

- Posts on social media by Galway City Council about this event/ project, or the work of Galway City Council;
- As part of a news story or publication of a press release about this event/ project on www.galwaycity.ie;
- As part of a report on the work of Galway City Council - for example, the Chief Executive's monthly report to Council; a report to a funding agency or monitoring agency; or an annual report by Galway City Council.
- The GCC may wish to use your name, image or video in which you feature for archival or public engagement purposes which include official Government websites, reports, media and/or social media channels.

Can I Withdraw my Consent in Future?

If you wish to withdraw consent in future, you can do so by contacting Galway City Council on 091 536 400 or communications@galwaycity.ie

Consent

I (print name) _____, understand the purposes outlined above, and I consent on behalf of the child(ren) to the following use of personal data and images:

I grant **Galway City Council** full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for publicity.

I give consent for my child(ren)'s full name(s) to be published by **Galway City Council** with video/ photographs taken today.

I give consent to the collection and use of this images by **Creative Ireland** for archival or public engagement purposes.

I give consent for my child(ren)'s full name(s) to be published by **Creative Ireland** with video/ photographs taken today.

Adult's Name (please print): _____

Assisted Decision Maker's Name (please print): _____

Assisted Decision Maker's Name (please print): _____

Adult's Signature: _____

Assisted Decision Maker 1: _____

Assisted Decision Maker 2: _____

Assisted Decision Maker(s) Number: _____

Assisted Decision Maker(s) Email (please print): _____

Galway City Council's Privacy Policy can be viewed at www.galwaycity.ie/privacy-policy