

Privacy Statement for DLR Libraries

We are DLR Libraries, Dún Laoghaire, Co Dublin. We are part of the national public library service and are inspiring, connecting and empowering communities throughout the country.

We take our responsibilities under applicable data protection law, including the General Data Protection Regulation and implementing legislation such as the Data Protection Act 2018 very seriously.

DLR Libraries is the controller of this personal data. If you have any questions about our use of your personal data, please contact us at dataprotectionofficer@dlrcoco.ie

Personal Data that we collect and Process

We will collect and process personal data relating to you in connection with your work experience placement. This personal data may include:

- your name and contact details, including your address, phone number, email address and post code;
- name and contact details of your next of kin;
- name and contact details of your TY co-ordinator;
- where necessary, evidence and details of any disability you may have;
- any other personal data which you provide to us directly *e.g. medical information*.

Purposes of Processing and Legal Basis

We will use personal data relating to you for the purposes of:

- processing your application;
- administering your application;
- where necessary, providing adapted arrangements for students with a disability;
- to comply with our legal and regulatory obligations.

The legal bases on which we collect, process and transfer your information in the manner described above are:

- that this is necessary for the performance of a work experience placement with you ;

The legal bases on which we collect, process and transfer special categories of data relating to you in the manner described above are:

- that you have given your explicit consent to such processing.

Requirement to Provide Data

You are not under a statutory or contractual duty to provide us with any personal data. However, there are some pieces of information that you must provide to us so that we can process your TY application. If you do not provide us with this information, you may not be able to participate in the placement.

Retention

We will not hold your data for longer than is necessary. We may retain your personal data for the duration of your relationship with DLR Libraries and for such period of time thereafter as is necessary to comply with our legal and regulatory obligations.

Your rights

You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your personal data:

- **Right to access the data** – You have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.
- **Right to rectification** – You have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.
- **Right to erasure** – You have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.
- **Right to restriction of processing or to object to processing** – You have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.
- **Right to data portability** – You have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.
- **Right to withdraw your consent** – Where our processing of your personal data is based on you having provided your consent, you have the right to withdraw such consent.

If you wish to exercise any of the rights set out above, please contact us at dataprotectionofficer@dlrcoco.ie

Complaints

If you have any queries or complaints in connection with our processing of your personal data, you can contact us at dataprotectionofficer@dlrcoco.ie

You also have the right to lodge a complaint with the Irish Data Protection Commission if you are not happy with the way we have used your information or addressed your rights. Details of how to lodge a complaint can be found at ([Raising a concern with the commission | Data Protection Commissioner](#)) or you can call the Data Protection Commission at 353 (0)761 104 800.