

DATA PRIVACY STATEMENT

Who are we?

Carrick on Shannon Business Campus, a prestigious, turnkey office accommodation centre of 112,000 sq. ft located in Co. Leitrim is owned by Leitrim County Council and operated by Leitrim Economic Growth and Capital Development DAC.

Why do we have a Privacy Statement?

This privacy statement has been created to demonstrate the commitment from Leitrim Economic Growth and Capital Development DAC who operate the Business Campus to you that personal data which you may be required to supply to us, to enable us to provide services, is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained with your consent
- Obtained for only specified, identified and legitimate purposes
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
- Is collected and processed accurately and kept up to date (where necessary)
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

What is the activity referred to in this Privacy Statement?

This statement refers to the processing of personnel data in respect of Personal details obtained from persons making enquiries on Carrick on Shannon Business Campus Website <https://carrickbusinesscampus.ie/>.

What is the basis for making the processing of this personal data lawful?

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Leitrim Economic Growth and Capital Development DAC in accordance with Article 6(1)(a) of the General Data Protection Regulation, 2016.

Processing of the personal data, for the activity listed above, is carried out with the consent of the data subject in accordance with Section 71(2) (b) of the Data Protection Act 2018.

Additional lawful basis for the processing of personal data associated with the listed activities is:

- Section 66(3)(a) & (b) of the Local Government Act 2001.

What categories of personal data is held by the Leitrim Economic Growth and Capital Development DAC operating Carrick Business Campus

- Names and/or email addresses for persons making enquiries on <https://carrickbusinesscampus.ie/>.

Is personal data submitted as part of this activity shared with other organisations?

No

How long is my data kept for?

In this regard, personal data will be retained only and up until the time an inquiry or engagement of services with Carrick Business Campus has taken place and the process is completed and the information is no longer required.

Do you need to update your records?

Leitrim Economic Growth and Capital Development DAC, operators of Carrick Business Campus, must take reasonable steps to ensure that personal data which we hold about our customers is correct and up to date. In addition, if the data held by us is found to be inaccurate you have the right to rectify/correct this.

If you find that personal data, we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by:

Writing to us at: Carrick Business Campus, Dublin Road, Carrick-on-Shannon, Co. Leitrim. N41N1F2. Or alternatively emailing us at dataprotection@carrickbusinesscampus.ie

When making a request to update your record please provide evidence to support this – for example a copy of a document containing your new address – utility (Gas, Electricity, Phone) bill etc.

Your rights:

You have the right to obtain confirmation as to whether data concerning you exists, to request access to personal data held about you, to be informed of the content and source of data and check its accuracy.

If the data held by us is found to be inaccurate you have the right to rectify/correct this – see above on how to update your records.

You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Leitrim Economic Growth and Capital Development DAC. You also have the right to data portability where technically feasible.

Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. To exercise these rights please contact us.

Leitrim Economic Growth and Capital Development DAC as operators of Carrick Business Campus

Phone	071 9650496
E-mail	info@carrickbusinesscampus.ie
Postal Address	Carrick Business Campus Dublin Road, Carrick-on-Shannon Co Leitrim. N41 N1F2

Right of Complaint to the Data Protection Commissioner

If you are not satisfied with the outcome of the response received from the Leitrim Economic Growth and Capital Development, operators of Carrick Business Campus, 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:

Phone Number **01 7650100 / 1800437 737**

E-mail info@dataprotection.ie

Postal Address Data Protection Commissioner,
21 Fitzwilliam Square South,
Dublin2. D02 RD28

Updated on 18th of February 2025