

Privacy Notice to Board & Committee Members

By applying for any position, or otherwise taking up any member position within LWETB, e.g. Board Member, member of Board of Management or Committee Members, you acknowledge that your personal data shall be processed by LWETB. This Privacy Notice gives you some information about who we are, what personal data we collect about you and why, who we share it with and why, for how long we keep it, and information about your rights.

1. We are Longford and Westmeath Education and Training Board (LWETB). We provide a wide range of education, including second level education, Further Education and Training and Youth Services. For further information, see our website www.lwetb.ie
2. We collect and use your personal data only for purposes essential to your role as a Member. This includes your name; address; contact details; car registration and car insurance details; PPS number; bank details; your record of attendance at meetings; details of your appointment as a Board Member/Committee Member, whether by nomination or election; any training you receive as a Board or Committee Member; any motions or comments you make at a meeting or correspondence you compose as part of your duties as a Board Member or Committee Member. In your Statement of Interests, we may collect information about you/your spouse's/your children's other occupations, income, shareholdings, directorships, land and property holdings, gifts, public contracts, etc. We use this data for purposes including: complying with our obligations under the Ethics in Public Office Acts; complying with our statutory reporting obligations to Government bodies; paying remuneration for your legitimate expenses as a member; paying your interview fees and paying attendance fees (Audit and Finance Committee Members). We publish details of expenses records and reimbursement records on a quarterly basis on our website and annually in our annual report and published accounts.
3. We only share your data with third parties for purposes essential to your role as a Member. This includes bodies such as the Standards in Public Office Commission, the Department of Education and Youth, Revenue Commissioners, Comptroller & Auditor General, An Garda Síochána, our insurance company, banks/financial institutions, future employers (for references, etc.), other service providers (including IT providers, security providers, legal advisors), etc. These bodies must satisfy us beforehand that they have a lawful basis for using your data. Such uses include: verifying other information they already hold about you, preventing fraud, and aggregating it with other information they already hold about you. We do not share or sell your data to any third party for commercial purposes. Under the Freedom of Information Act 2014, anything you write or record in relation to your position or its functions or the terms and conditions of that position, or anything written or recorded in any form by you in the course of performing those functions may have to be released in response to a Freedom of Information request.
4. We will keep your data safe and secure and only for as long as is necessary, after which time it will be securely deleted/destroyed.
5. You have several rights under data protection law when it comes to the way we handle your data, including: the right to request a full copy of all of your data; the right to ask questions about the way we handle your data and to object if you don't think we are doing it properly.