

THE MUNICIPAL DISTRICT OF BALLYBAY-CLONES

Expression of Interest Form For Events in Public Space

Ref. No. _____ (For office use only)

Contact Details

1. Company/ Organisation: _____
2. Status of Organisation: _____
3. Address: _____

4. Contact Person: _____
5. Contact Number: _____

Event Details

6. Description of the Event: _____

7. Public Areas to be accessed: _____
8. Dates of the Event: _____
9. Times of Events: _____
10. Numbers expected: _____

This form when completed should be returned to the Municipal District of Ballybay-Clones, The Diamond, Clones, Co. Monaghan. If you have any queries in relation to the completion of this form please phone 047 51018.

Additional Notes

- Applicant to indicate whether a financial contribution is to be sought from the Council. Applicant is to submit in writing a request for such a contribution along stating the preferred amount and intended use for this money.
- Please see attached document for Festival Protocol which must be complied with.
- Applicant shall submit a Full Risk Assessment for every event, which must be completed by a competent person

Data Protection Acts 1988 -2018 (as amended) and the General Data Protection Regulations (GDPR)

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Data Subject Notification

Background

The purpose of this notification is to set out some information regarding the collection and processing of your information by Monaghan County Council. During the course of our activities we will collect, store and process personal data about our **customers**. Monaghan County Council is the data controller in respect of this data. Monaghan County Council creates, collects and processes a significant amount of 'personal data' and 'sensitive personal data' in various multiple formats daily. Our commitment is to ensure that the personal data supplied is:

- Obtained lawfully, fairly and in a transparent manner
- Collected for only specified, explicit and legitimate purposes,
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained,
- Recorded, stored accurately and where necessary kept up to date,
- Kept for no longer that is necessary, and, in a form, which permits identification of the data subject
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing of the data

For full details of the collection, processing and sharing of your personal data by us and your rights in this regard, please see our full [Privacy Notice](#) on the website.

What data we collect and process

The types of personal data that we will collect, and process includes your company name, address, telephone number, description of event, insurance details.

We do not collect any Special Category Personal Data.

Why do we collect this personal data?

We collect and process this information in order to manage and administer the relationship between you and us for the purpose of processing your Application for permission to hold an event in a public space.

Lawfulness of processing

We process this personal data under

- Article 6(1)(e) GDPR
- For the performance of a task carried out in the public interest and in the exercise of official authority vested in us as the controller under the Roads Act 1993.

Sharing of Personal Data

We may share your Personal Data with selected third parties, for example the Roads Section of Monaghan County Council where required to do so by law. We may also share your data with other Local Authorities, suppliers and other third parties who assist us in fulfilling our functions. Further information regarding the sharing of your personal data can be found in our Privacy Notice which is available at: [Privacy Notice](#)

If you have any questions regarding our processing of your Personal Data, our Data Protection Officer can be contacted by email: dataprotectionofficer@monaghancoco.ie by phone: (047)73765 Postal Address: Monaghan County Council, County Offices, The Glen, Monaghan, H18 YT50