

South Dublin County Council

County Hall,

Tallaght,

Dublin 24

Privacy Statement for Planning Department

Business Unit: Forward Planning

Who we are and why do we require your information?

South Dublin County Council seeks to promote the economic, social and cultural development of the County and in doing so contribute significantly to improving the quality of life of the people of South Dublin County.

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of South Dublin County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

To provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of South Dublin County we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided the information sought may include 'personal data' as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past, current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

Why does the Council have a privacy statement?

South Dublin County Council has created this privacy statement to demonstrate the Council's firm commitment to privacy and the security of the personal data you provide to the Council.

South Dublin County Council's commitment to you is that the personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained and retained for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
- Recorded accurately and, where necessary, updated
- Stored safely and securely
- Kept only for as long as is necessary for the purposes for which it was obtained.

- Kept in a form which permits identification of the data subject
- Processed fairly and in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

Service referred to in this Privacy Statement

Forward Planning – This section of the Council deals with the formulation of planning policy and plan-making including the County Development Plan and Local Area Plans. It also maintains the vacant site register. As part of these functions there is a requirement for public consultation under the Planning and Development Acts and other relevant Acts and for publication of submissions received.

Personal data required

Can include name, address; contact details (telephone, email), land ownership details.

Specific and legitimate purpose for which the personal data is being sought

Processing of submissions relating to the requirements under the Planning and Development Acts or other Acts as may be relevant to the functions. Processing of data required for the Vacant Site Register and for the Residential Zoned Land Tax (introduced through the Finance Act 2021).

Legal basis under which the information is required to be supplied

Planning & Development Act 2000 (as amended) and associated regulations

Urban Regeneration and Housing Act 2015

Finance Act 2021

Planning and Development (Housing) and Residential Tenancies Act 2016 (as amended)

Other organisations/bodies/entities that the Council will be required to share data with, or obtain data from, in order to provide the required service

Members of the Public - Submissions made as part of the plan making process are publicly available.

Personal details included in submissions are redacted before publication.

Members of the Public - The name and address of the owner of lands on the Vacant Site Register are publicly available.

How your personal data will be kept safe from unauthorised or unlawful processing

- Data is stored electronically on a secure network and within our secure document management system.
- When hardcopy submissions are received, they are stored in a secure location and may only be accessed by authorised staff members.

Commented [MC1]: Are all redacted or will some personal details be visible?

Period for which your personal data will be retained

The Planning Department's practices in relation to the retention of personal data are guided by the retention periods outlined in the Council's Data Retention Policy which is drafted in line with guidance from the Local Government Management Agency's (LGMA) National Retention Policy for Local Authority Records and any subsequent updates issued by the LGMA Local Government Management Agency's (LGMA) National Retention Policy for Local Authority Records and any updates that are issued by the LGMA.

Contact Details

In order to communicate with you, the Council will ask for your contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier for the Council to communicate with you.

Your Data Protection Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by South Dublin County Council is found to be inaccurate, you have the right to have the data corrected by the Council.

You may request to have information erased, object to direct marketing and to restrict the processing of your information, including automated decision-making.

You have the right to request data portability (transfer) of personal data held electronically by the Council to another data controller where technically feasible.

You may withdraw consent at any time where processing is based entirely on your consent.

Please note that to help protect your privacy the Council will take steps to verify your identity before granting access to personal data.

Data access requests should be made in writing and addressed to the Data Protection Officer, South Dublin County Council, County Hall, Tallaght, Dublin 24.

E-Mail: dataprotection@sducubincoco.ie.

Telephone: 01-4149000.

Right of Complaint to the Data Protection Commission

If you are not satisfied with the outcome of the response you receive in relation to a data access request or are unhappy with the manner of the processing of your data by South Dublin County Council then you are entitled to make a complaint to the Data Protection Commission which may investigate the matter for you.

The Data Protection Commission's website is www.dataprotection.ie or you can contact the Commission's Office at:

Lo-Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address: Data Protection Commission

Canal House

Station Road

Portarlinton R32 AP23, Co. Laois.