

South Dublin County Council

Personal Data Privacy Statement

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.

What personal data do we need?

The types of personal data you may be asked to supply can be categorised as follows,

- Contact details to allow for efficient communication
- Details of your personal circumstances which you are required by law to supply as part of your application for a service offered by South Dublin County Council
- Your own financial details which you are required by law to supply as part of your application for a service offered by South Dublin County Council

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.

Details of personal circumstances

If you wish to apply for a particular service from the Council you will be asked for a varying amount of personal details specific to you and your family in order to support your application. South Dublin County Council will set out the information we require in a series of separate and distinct application forms relevant to each service. Each service/business unit which will ask you for personal information will also provide you with a detailed privacy statement specific to that service which will detail the following,

- The specific and legitimate purpose for which the personal data is being sought
- The legal basis under which the information is required to be supplied
- The 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
- How your personal data will be kept safe from unauthorised or unlawful processing
- The period for which your personal data will be retained by South Dublin County Council

Financial Details

If you wish to apply for a particular service from South Dublin County Council you may be asked for a varying amount of personal financial details specific to you and your family in order to support your application. The Council will set out the information required from you in a series of separate and distinct application forms relevant to each service. As is the case with the other personal data outlined above the specific service/business unit will address the necessity for the financial details as part of their specific privacy statement.

Record Retention Policy

South Dublin County Council has a detailed record management and retention policy document which goes into more detail regarding the period for which your personal data will be retained by the Council and what will happen to it after the required retention period has expired. A copy of the Record Management and Retention Policy can be accessed via the following link: [..\Desktop\SDCC RECORD MANAGEMENT RETENTION POLICY FINAL 2 \(003\) \(002\).docx](..\Desktop\SDCC RECORD MANAGEMENT RETENTION POLICY FINAL 2 (003) (002).docx)

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@sdublincoco.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 at:

Phone : 076 1104800 or 057 8684800

E-mail: info@dataprotection.ie

Postal Address: Data Protection Commission

21 Fitzwilliam Square South

Dublin 2 D02 RD28