

**Operations Section,
Environmental Services Department,
South Dublin County Council,
County Hall,
Tallaght,
Dublin 24**

**Tel: 01 - 4149000
Fax: 01 - 4149024**

I hereby make an application for an allotment at (please tick one or more boxes):

Corkagh Park, Clondalkin	<input type="checkbox"/>	Friarstown, Tallaght	<input type="checkbox"/>
Mill Lane, Palmerstown	<input type="checkbox"/>	Tymon Park, Tallaght	<input type="checkbox"/>

Note: There is currently a waiting list for allotments in all 4 sites

Note: Where an offer is made and refused on more than one occasion, the application will be deemed to be withdrawn and no further offer will issue.

ONLY ONE APPLICATION PER HOUSEHOLD ALLOWED

APPLICANTS MUST BE RESIDENT IN THE SOUTH DUBLIN COUNTY COUNCIL AREA

Name: _____

Address: _____

Contact No. (Daytime) _____

Email Address: _____

Signed: _____ **Date:** _____

If you have any queries regarding allotments please contact Operations Section, Environment, Water & Climate Change on 4149000 or by email to publicrealm@sdublincoco.ie

**South Dublin County Council,
County Hall,
Tallaght,
Dublin 24**

Privacy Statement for the Environment, Public Realm and Water Department Business Unit: Public Realm Administration

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

The policy, procedure and management of data in relation to the allocation of allotments, sporting pitches and facilities; and the approval of events in the Council's Parks.

Personal data required

Name, address, email address, contact number, mobile number. In the case of an application for an allotment you will also be required to provide proof of address. In the case of an application to hold an event in a Council owned Park, you may be required to provide the registration number of your vehicle(s).

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

We process your data in order to comply with legal obligations to which we are subject, to perform the services you have requested of us or to take steps at your request prior to undertaking to provide services for you, because you have consented to our processing of your data or for the purposes of our legitimate interests, such as to inform you of changes to our services or to provide you with information about other services we offer.

Legal basis under which the information is required to be supplied

Depending on how we are processing your personal data will determine the legal basis for processing. Generally, the legal bases for processing by the Council as a public authority will be the General Data Protection Regulation 2018.

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

The Council may share your information internally (within the Council) and with third parties in accordance with statutory and regulatory obligations and subject to compliance with Section 8 of the Data Protection Acts. The staff of Public Realm Administration may request, obtain and share information, in carrying out its various functions, from/ with An Garda Síochána as appropriate.

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

We take our data security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our data security measures and procedures regularly.

Period for which your personal data will be retained

The Environment, Public Realm and Water Department will only keep your personal data for as long as is necessary for the purpose for which we are processing it and in accordance with our Record Management & Retention policy unless we have a legitimate reason for keeping it, for example, any legal requirement to keep the data for a set time period. Where we do not need to continue to process your personal data, it will be securely destroyed.

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@sdublincoco.ie.

Telephone: 01-4149000.

Right of Complaint to the Office of the Data Protection Commissioner

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 Commissioner who may investigate the matter for you.

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

Lo-Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address: Office of the Data Protection Commissioner
Canal House
Station Road
Portarlington R32 AP23, Co. Laois.