

## DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL



### Planning Department

#### General Data Protection Regulation and the Data Protection Act 2018

#### **PRIVACY STATEMENT for processing of personal data contained in submissions made during public consultation processes for the Addition to the Record of Protected Structure under Section 54 & 55 of the Planning and Development Acts 2000 to 2021**

#### **Who we are and why do we require your information?**

Dun Laoghaire Rathdown County Council (“the Council”) seeks to promote the economic, social and cultural development of the County of Dun Laoghaire Rathdown and in doing so contribute significantly to improving the quality of life of the people of the County. The delivery of high quality services, tailored to meet the needs of all our customers, remains one of the Council’s core objectives and is included in our Corporate Plan. In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of the County of Dun Laoghaire Rathdown, we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being used, 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 do we have a privacy statement?**

This privacy statement has been created in order to demonstrate our commitment to privacy and to assure you that in all your dealings with the Council we will ensure the security of the data you provide to us. The Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. The 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 for only specified, explicit and legitimate purposes;

- Adequate, relevant and limited to what is necessary for purpose for which it was obtained;
- Recorded, stored accurately and securely and where necessary kept up to date;
- 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 only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy Statement at:

<https://www.dlrcoco.ie/en/governance/gdpr-data-protection-and-privacy>.

### **What is the activity referred to in this Privacy Statement?**

The Planning Authority may add or delete from its Record of Protected Structures where, the authority considers that an addition is necessary or desirable to protect a structure, in the case of a deletion where the protection of the structure is no longer warranted. This process must be carried out in accordance with Section 54 & 55 of the Planning and Development Acts 2000 to 2021. This is a reserved function of the elected members of the Dun Laoghaire Rathdown County Council. This Privacy Statement is in respect of the management of submissions made during public consultation processes.

### **What is the basis for making the processing of this personal data lawful?**

Processing is necessary for compliance with a legal obligation to which Dún Laoghaire Rathdown County Council is subject in accordance with Article 6 (1)(c) of the GDPR.

Specifically, the lawful basis for this process is Section 55 of the Planning and Development Acts 2000 to 2021.

### **What types of personal data is required in this process?**

A persons name is the only requirement to make a submission, under Section 55 of the Planning and Development Acts 2000 to 2021

You do not have to provide contact details but providing an email and/or address, will allow the Planning authority to communicate with you for the following purposes:

- To confirm the identity of the person entering a submission;
- To acknowledge receipt of a submission;
- That the person who made a submission may be contacted if necessary, to follow up on information contained in their submission;

### **What will happen if your name is not provided?**

Failure to provide your name will result in the Planning Authority being unable process your submission.

### **What other types of personal data do we need to undertake this activity?**

None

### **Am I the only source of this personal data?**

In some instances, to assist with the delivery of the activity or to comply with regulatory or legislative requirements personal data is sourced from a third party.

This **DOES NOT APPLY** to this activity.

### **Is personal data submitted as part of this activity shared with other organisations?**

The Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required the Council shall have regard to your rights, to the security and integrity of the data and will minimise the data shared.

Sharing **DOES NOT APPLY** to this activity.

### **How long is my data kept for?**

The Local Authority sector operates under a detailed record retention policy which outlines time periods for which your personal data will be retained and what will happen to it after the required retention period has expired. The National Record Retention Policy for Local Authority Records is available online at:

<https://www.lgma.ie/en/publications/corporate/national-retention-policy-for-local-authority.pdf>

### **Do you need to update your records?**

Dún Laoghaire Rathdown County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date. In addition, if the data held by us is found to be inaccurate you have the right to rectify/correct this. If you find that personal data we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by writing to us at Dún Laoghaire-Rathdown County Council, County Hall, Marine Road, Dún Laoghaire, Co.Dublin, A96 K6C9 / emailing [info@dlrcoco.ie](mailto:info@dlrcoco.ie) / or phone [\(00353-1\) 205 4700](tel:00353-1-2054700).

### **Your 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 us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by the Council. In certain circumstances blocking access to data may delay or remove access to a

service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. To exercise these rights use you should take the following steps,

- Subject data requests can be made via the following [link](#)

### **Further Information**

Further information and advice on the operation of this privacy statement is available from the Data Protection Officer, Dun Laoghaire-Rathdown County Council. Contact details for the County Council's Data Protection Officer are as follows:

Data Protection Officer, Dun Laoghaire-Rathdown County Council Marine Road Dun  
Laoghaire County Dublin  
Tel.: 01 2054700  
E-mail: [dataprotectionofficer@dlrcoco.ie](mailto:dataprotectionofficer@dlrcoco.ie)

### **Right of Complaint to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you received from the Council in relation to your request, 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](http://www.dataprotection.ie)

or you can contact their Office at:

Lo Call Number: 1890 252 231

E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address:

Data Protection Commissioner

Canal House Station Road

Portarlinton,

Co. Laois. R32 AP23

**LAST UPDATED ON: 20th July 2022**