

DUN LAOGHAIRE-RATHDOWN COUNTY COUNCIL



General Data Protection Regulation and Data Protection Act 2018

PRIVACY STATEMENT **Corporate Affairs Department**

Approved by the Data Controller for the Corporate Department on the 22.02.2023.

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1.0 Introduction

The role of the Corporate Affairs Department is to provide an effective and efficient support service to An Cathaoirleach, the Elected Members and Senior Management alongside communication and general services to the members of the public. It is responsible for the administration of all Council meetings, the compilation of the Register of Electors, preparation of the Council's statutory reports, Health and Safety, Data Protection, Freedom of Information, Corporate Procurement, Governance, Human Resources, Internal Audit and Workplace Partnership. All of the services are supported by Information Technology which ensures best practice and efficiencies in the delivery of services to the Councillors and the public. This is achieved through the provision of the following services/functions:

Corporate Services

1.1 An Cathaoirleach's Office

1.2 Council Meetings

- Documentation for meetings of the Council and its Committees (including SPCs & Deputations)
- Support services to the Elected Members
- Webcasting of Council meetings

1.3 Facilities Management

- Room bookings and Weddings
- CCTV
- Visitors Parking

1.4 Communications Office

- Dlr Grants Scheme
- On-Line Consultation Hub – Citizenspace
- Ombudsman
- Photography and video
- Dlr Events

1.5 Freedom of Information

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- Freedom of Information
- Data Access Requests/Subject Access requests
- Access to Information on the Environment (AIE)

1.6 Register of Electors

1.7 Protected Disclosures

- Ethics Register
- Donation Statements

Human Resources

1.8 Recruitment

1.9 Garda Vetting

1.10 Work Experience

Internal Audit

2.0 Purpose of Privacy Statement

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data the Corporate Affairs Department may collect about individuals, why it is needed, how it is used and how individuals may interact with the Corporate Affairs Department in relation to their personal data. It also outlines the rights of individuals under data protection legislation in relation to the processing of their personal data.

3.0 Definitions

For the purposes of this privacy statement the following definitions apply:

3.1 **Data Subject:** is an identified or identifiable living individual who is the subject of personal data

3.2 **Personal Data:** any information relating to an identified or identifiable natural person (data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an

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identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological genetic, mental, economic, cultural or social identity of that person.

3.3 **Special Categories of Personal Data:** is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data processed for the purpose of uniquely identifying a natural person; data concerning health and data concerning a natural person's sex life or sexual orientation.

3.4 **Processing:** is widely defined under the GDPR and means performing any operation or set of operations on personal data, whether by automated means, including:

- the collection, recording, organisation, structuring or storing of the data;
- the adaptation or alteration of the data;
- the retrieval, consultation or use of the data;
- the disclosure of the data by their transmission, dissemination or otherwise making the data available;
- the alignment or combination of the data; or
- the restriction, erasure or destruction of the data

3.5 **Data concerning health** means personal data relating to the physical or mental health of an individual, including the provision of health care services to the individual, that reveal information about the status of his or her health.

4.0 Scope

This statement applies to all personal data processed by the Corporate Affairs Department in physical or electronic format relating to the services/functions outlined in Section 1.0.

5.0 Data Protection Policy

Approved by the Data Controller for the Corporate Department on the 22.02.2023.

The Corporate Affairs Department process significant amount of personal data in various formats on an on-going basis. Dun Laoghaire-Rathdown County Council is committed to ensuring that personal data processed by its Corporate Affairs Department is:

- Obtained lawfully, fairly and in a transparent manner;
- Obtained for a specified, explicit and legitimate purposes only;
- Adequate, relevant and limited to what is necessary for the 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 in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

Dun Laoghaire-Rathdown County Council Data Protection Policy goes into more detail as to how it intends meeting these commitments.

6.0 What Personal Data is Processed?

Details of the personal data processed by each of the services/functions of the Corporate Affairs Department are contained in the following tables:

Corporate Services

Table 6.1	
Services/Function	Personal Data processed
An Cathaoirleach’s Office (Representations made to An Cathaoirleach by members of the public.)	<ul style="list-style-type: none"> • Name • Address • Contact details (telephone number, email address)

Table 6.2	
Services/Function	Personal Data processed

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<p>Council Meetings</p> <p>Documentation for meetings of the Council and its Committees (including SPCs & Deputations)</p> <p>Support services to the Elected Members</p> <p>Webcasting of Council meetings [Elected Members]</p>	<ul style="list-style-type: none"> • Name • Address • Contact details (telephone number, email address) • Name of Elected Member • Address • Contact details (telephone number, email address) • Bank account details • Passport details • Car registration number • Expenses claimed and paid • Details of election expenses • Images
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Table 6.3	
Services/Function	Personal Data processed
<p>Facilities Management</p> <p>Room bookings and Weddings</p> <p>CCTV</p> <p>Visitors Parking</p>	<ul style="list-style-type: none"> • Name • Address • Contact details (telephone number, email address) • Bank account details • location data • Images • Name • Car Registration number

Table 6.4

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Services/Function	Personal Data processed
<p>Communications Office</p> <p>Dir Grants Scheme</p> <p>On-Line Consultation Hub – Citizenspace</p> <p>Ombudsman (Complaints)</p> <p>Photography and video outside of DLR events</p> <p>DLR Events and promotions</p>	<ul style="list-style-type: none"> • Name • Address • Contact details (telephone number, email address) • Bank details • Name • Address • Contact details (telephone number, email address) • Name • Address • Contact details (telephone number, email address) • Images of individuals • Images of individuals

Table 6.5

Services/Function	Personal Data processed
<p>Freedom of Information</p> <p>Freedom of Information requests</p>	<ul style="list-style-type: none"> • Name • Address • Contact details (telephone number, email address) • Personal identification e.g. passport, driver licences • Details of records requested and released

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Data Subject Access Requests	<ul style="list-style-type: none"> • Name • Address • Contact details (telephone number, email address) • Personal identification e.g. passport, driver licences • Details of records requested and released
European Communities Access to Information on the Environment (AIE)	<ul style="list-style-type: none"> • Name • Address • Contact details (telephone number, email address) • Personal identification e.g. passport, driver licences • Details of records requested and released

Table 6.6	
Services/Function	Personal Data processed
Register of Electors	Personal Data <ul style="list-style-type: none"> • Name • Address • Date of birth • PPSN • Number in household • Personal identification e.g. passport, driver licences • Certificates – marriage, death, name change, gender change • Category of voter • Occupation (Postal votes only) • Proof of nationality • Prisoners (Postal votes only)

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	<ul style="list-style-type: none"> • Driving licence class(es) • Period of notice (for existing Employment) • Additional data that job applicants may to provide • References <p>Special Category Data</p> <ul style="list-style-type: none"> • Health/Medical information
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Table 6.9	
Services/Function	Personal Data processed
Garda vetting	<ul style="list-style-type: none"> • Name • Address (current and previous) • Contact details (telephone number, email address) • Date of birth • Place of birth • Passport number • Detail of convictions

Table 6.10	
Services/Function	Personal Data processed
Work Experience (transition year students)	<ul style="list-style-type: none"> • Name • Age • School student attends • Contact details for Parent(s) (telephone number, email address)

Table 6.11	
Services/Function	Personal Data processed
Audit Committee Members	<ul style="list-style-type: none"> • Name • Address • Contact details (telephone number, email address) • Occupation

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	<ul style="list-style-type: none">• Bank account details
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7.0 Why Personal Data is Processed

Personal data is processed by the Corporate Affairs Department in order to deliver the services/functions outlined in section 1.0.

If the Corporate Affairs Department proposes to process personal data for a purpose other than it was obtained it will, prior to such processing, provide the data subject with information on that purpose and any other relevant information

8.0 The Legal Basis for Processing Personal Data

The legal basis for processing personal data by the Corporate Affairs Department is mostly contained in the following legislation:

Corporate Services

- Local Government Act 2001, as amended - Section 48, 65, 66 and 67, 127, 142, 149A Part 6, 12 and 15, Schedule 10 and Schedule 14
- of the Ombudsman Act (Amended) 2012 - Section 7
- Freedom of Information Act 2014 - Chapter 3
- General Data Protection Regulation (GDPR) - Article 15
- European Communities Access to Information on the Environment Regulations (AIE) 2007 - Article 6 and Article 7
- Electoral Reform Act 2022
- Local Elections (Disclosure of Donations & Expenditure) Act, 1999 - Part 2 and Part 4
- Local Government (Financial and Audit Procedures) Regulations 2014
- Local Government (Financial and Audit Procedures) (Amendment) Regulations 2015

Human Resources

- Local Authority Officers and Employers Act 1926, as amended - Section 5
- Local Government Act 2001 - Chapter 2 and Chapter 4

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- National Vetting Bureau (Children and Vulnerable Persons) Act 2012, as amended - Part 3
- Protection of Young Persons (Employment) Act, 1996 – Section 5

If any person has a query about the lawful basis for a service listed in this privacy notice, they should contact the Council's data protection officer at dataprotectionofficer@dlrcoco.ie.

9.0 How Personal Data is Obtained

Most of the personal data collected by the Corporate Affairs Department is obtained directly from data subjects availing of the services/functions outlined at section 1.0. However personal data may also be collected from Elected Members, Dún Laoghaire-Rathdown County Council staff, past, current and prospective, Ombudsman's Office, photographer for events and video from CCTV or webcasting cameras at meetings.

If a person seeking to avail of a service from the Council as set out in this Privacy Notice does not provide the necessary personal data required by the Council to provide the service, then it will not be possible for the Council to provide the service to that person.

10.0 How Personal Data is Processed

The processing of personal data by staff within the Corporate Affairs Department is generally carried out through the use of:

- Hard Copy office files
- Electronic files
- Databases (Customer Relationship Management, OHMS, Milestone 7, Citizenspace, Mailchimp, Zylab, Voter.ie, 'Check the Register', Grants dedicated portal, dlrMeetingPoint, dlrDocs, FOI Portal, Garda Vetting online system, Higher Educational Grant Historical)
- Productivity Applications (Microsoft Office)
- Collaboration Applications (Microsoft Teams, Microsoft Outlook, Public-I Webcasting System)
- DLR Website
- Digital video recorders

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11.0 Sharing Personal Data with Third Parties

The sharing of personal data with third parties will only occur in circumstances that are permitted by law.

Details of the sharing of personal data by the Corporate Affairs Department with third parties are contained in the following tables:

Corporate Services

Table 11.1	
Services/Function	Third Parties with whom Personal Data is Shared
An Cathaoirleach's Office Representations made to An Cathaoirleach by members of the public.	<ul style="list-style-type: none">• N/A

Table 11.2	
Services/Function	Third Parties with whom Personal Data is Shared
Council Meetings Documentation for meetings of the Council and it's Committees (including SPCs & Deputations)	<ul style="list-style-type: none">• Elected Representatives - for the purpose of Council decisions.
Support services to the Elected Members	<ul style="list-style-type: none">• Members of the Public - All Elected Members data is publicly available with the exception of bank details, passport details and car registration number
Webcasting of Council Meetings [Elected Members]	<ul style="list-style-type: none">• Members of the Public – Images through Public broadcast of Council meetings

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Table 11.3	
Services/Function	Third Parties with whom Personal Data is Shared
Facilities Management	
Room bookings and Weddings	<ul style="list-style-type: none"> • N/A
CCTV	<ul style="list-style-type: none"> • An Garda Síochána - for the purpose of crime prevention when requested
Visitors Parking	<ul style="list-style-type: none"> • Park Rite Pavilion - registration details shared as they provide parking services

Table 11.4	
Services/Function	Third Parties with whom Personal Data is Shared
Communications Office	
Dlr Grants Scheme	<ul style="list-style-type: none"> • N/A
On-Line Consultation Hub – Citizenspace	<ul style="list-style-type: none"> • External consultants - for the purpose of engaging with the Council on Schemes etc
Ombudsman	<ul style="list-style-type: none"> • Office of the Ombudsman - for the purpose of sharing personal information and reports from the Council involving individuals requested by the Office of the Ombudsman.
dlr Times	<ul style="list-style-type: none"> • Members of the Public – circulated to all residents and businesses in the County quarterly
Photography and video	<ul style="list-style-type: none"> • Social Media & Print Media - Photography and videography by consent unless shot in the public place.
Dlr Events	<ul style="list-style-type: none"> • N/A

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Table 11.5	
Services/Function	Third Parties with whom Personal Data is Shared
Freedom of Information	<ul style="list-style-type: none"> • Information Commissioner - in the event of an appeal • Data Protection Commission - in the event of an appeal • Information Commissioner - in the event of an appeal
Freedom of Information	
Data Access Requests/ Subject Access requests	
Access to Information on the Environment (AIE)	

Table 11.6	
Services/Function	Third Parties with whom Personal Data is Shared
Register of Electors	<ul style="list-style-type: none"> • Local Authorities - Applicable forms are forwarded to other local authorities for addition or deletion from their registers. • Voter.ie – Dublin City Council • An Post - Free Postage Scheme/Litir um Thoghcan Scheme

Table 11.7	
Services/Function	Third Parties with whom Personal Data is Shared
Protected Disclosures	<ul style="list-style-type: none"> • Local Government Auditor - for oversight if requested. • Members of the public - Ethics register returns available for public inspection as required under legislation. • Local Government Auditor - for oversight. • Members of the Public - Donations statements are publicly available as required under legislation
Ethics Register	
Donation Statements	

Human Resources

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Table 11.8	
Services/Function	Third Parties with whom Personal Data is Shared
Recruitment	<ul style="list-style-type: none"> • Interview boards - to facilitate interview for the particular post • Referees - Names and addresses shared to facilitate reference checks for job offers • External Audit - to facilitate Audit queries by Government Auditor

Table 11.9	
Services/Function	Third Parties with whom Personal Data Shared
Garda Vetting	<ul style="list-style-type: none"> • An Garda Síochána - to carry out garda vetting process • External Audit - to facilitate Audit queries by Government Auditor

Table 11.10	
Services/Function	Third Parties with whom Personal Data is Shared
Work Experience	<ul style="list-style-type: none"> • N/A

Table 11.11	
Services/Function	Third Parties with whom Personal Data is Shared
Auditing Services	<ul style="list-style-type: none"> • External Auditor awarded contract to conduct audits on behalf of Internal Audit

12.0 Records Retention Policy

The Corporate Affairs Department's practices in relation to the retention of personal data are guided by the Local Government Management Agency's National Retention Policy for Local Authority Records and any updates that are issued by the LGMA.

A copy of this retention policy can be found at

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

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13.0 Data Subject Rights

Data subjects have a range of rights under GDPR. These include the following:

- The right to be informed;
- The right of access;
- Right to rectification of inaccurate or incomplete data;
- The right to erasure (also known as the 'right to be forgotten') of personal data;
- The right to portability;
- The right to object to the processing of personal data;
- The right to restrict the processing of personal data;
- Rights in relation to automated decision making, including profiling.

If you wish to exercise any of these rights, you should contact the Council's Data Protection Co-ordinator in the Council's Freedom of Information Unit; Contact details below:

Data Protection Co-Ordinator
Dún Laoghaire-Rathdown County Council
Marine Road
Dún Laoghaire
County Dublin
Tel.: 01 2054700

E-mail: dataprotection@dlrcoco.ie

14.0 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

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Tel.: 01 2054700

E-mail: dataprotectionofficer@dlrcoco.ie

15.0 Complaints to the Data Protection Commission

If a Data subject is not satisfied with any aspect of this statement they may make a complaint to the Council's Data Protection Officer. The contact details for the Data Protection Officer are outlined at 14.0 above. However, a data subject may also make a complaint to the Data Protection Commission in following circumstances:

- a) If they experience a delay outside of the prescribed timeframe for making a decision on a data subject right request;
- b) If they are dissatisfied with a decision by Dun Laoghaire-Rathdown County Council on their data subject right request;
- c) If they consider that Dun Laoghaire-Rathdown County Council's processing of their personal data is contrary to data protection legislation.

The Contact details for the Data Protection Commission are as follows:

Data Protection Commission,

21 Fitzwilliam Square South

Dublin 2

D02 RD28

Tel.: +353 578 648 800 or +353 761 104 800

E-mail: info@dataprotection.ie

Website: www.dataprotection.ie

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