

# **DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL**



## **PRIVACY STATEMENT**

### **Finance Department**

**Updated 23 June 2023**

**Contents**

**Page No.**

<b>1.0</b>	<b>Introduction .....</b>	<b>3</b>
<b>2.0</b>	<b>Purpose of Privacy Statement.....</b>	<b>3</b>
<b>3.0</b>	<b>Definitions .....</b>	<b>3</b>
<b>4.0</b>	<b>Scope.....</b>	<b>4</b>
<b>5.0</b>	<b>Data Protection Policy .....</b>	<b>4</b>
<b>6.0</b>	<b>What Personal Data is Processed.....</b>	<b>5</b>
<b>7.0</b>	<b>Why Personal Data is Processed .....</b>	<b>8</b>
<b>8.0</b>	<b>The Legal Basis for Processing Personal Data.....</b>	<b>9</b>
<b>9.0</b>	<b>How Personal Data is Obtained.....</b>	<b>9</b>
<b>10.0</b>	<b>How Personal Data is Processed .....</b>	<b>9</b>
<b>11.0</b>	<b>Sharing Personal Data with Third Parties .....</b>	<b>10</b>
<b>12.0</b>	<b>Records Retention Policy .....</b>	<b>12</b>
<b>13.0</b>	<b>Data Subject Rights .....</b>	<b>12</b>
<b>14.0</b>	<b>Further Information.....</b>	<b>13</b>
<b>15.0</b>	<b>Complaints to the Data Protection Commission .....</b>	<b>13</b>

## **1.0 Introduction**

The Role of the Finance Department is to provide Financial and Risk Management Services which align with the Corporate Goals and Objectives as set out in the Themes of the Corporate Plan and to support and foster economic development in the County.

This is achieved through the provision of the following services/functions:

- 1.1 Financial Management
- 1.2 Commercial Rates
- 1.3 Payroll
- 1.4 Accounts Payable
- 1.5 Insurance Management
- 1.6 Property Entry Levy (PEL)
- 1.7 Business Improvement District Scheme (BIDS)
- 1.8 Non-Principal Private Residence (NPPR)
- 1.9 Management of Outstanding Historical Waste Charges
- 1.10 Management of Outstanding Historical Domestic Water Charges

## **2.0 Purpose of Privacy Statement**

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data the Finance Department may collect about individuals, why it is needed, how it is used and how individuals may interact with the Finance 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 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 or not 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 Finance Department in physical or electronic format relating to the services/functions outlined in Section 1.0 above.

#### **5.0 Data Protection Policy**

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

Dún Laoghaire-Rathdown County Council Data Protection Policy goes in to 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 Finance Department are contained in the following tables:

<b>Table 6.1</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Financial Management</b> Processing Receipts for Council departments  Customer set ups  Journal posting  Debtor reconciliations  Loan advances and redemption  Local Property Tax consultation  Payroll /pensions budget  Single Europe Payments Area and Same Day Money Transfer forms  LUAS Levy Refunds to Transport Infrastructure Ireland	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Account no</li> <li>• Staff no</li> <li>• Planning reference no</li> </ul> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone number</li> <li>• Email address</li> <li>• Tax reference no</li> </ul> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Pay no</li> </ul> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Account no</li> </ul> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Loan account no</li> </ul> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Email address</li> </ul> <ul style="list-style-type: none"> <li>• Name</li> <li>• Staff no</li> <li>• Date of birth</li> </ul> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Pay no</li> </ul> <ul style="list-style-type: none"> <li>• Name</li> <li>• Planning reference</li> </ul>

<b>Table 6.2</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Commercial Rates</b> Rates Administration  Change of Ownership  Refunds & Irrecoverable Rates  Management & Collection of outstanding Commercial Rates  Creation & Management of payment agreements/payment plans	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• Bank Account Details</li> <li>• Rates Customer ID</li> </ul> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• Bank Account Details</li> <li>• Rates Customer ID</li> </ul> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• Bank Account Details</li> <li>• Rates Customer ID</li> </ul> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• Bank Account Details</li> <li>• Rates Customer ID</li> </ul> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• Bank Account Details</li> <li>• Rates Customer ID</li> </ul>

<b>Table 6.3</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Payroll Operations</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• Staff No.</li> <li>• PPS No.</li> <li>• Bank Account Details</li> <li>• Date of Birth</li> </ul>

<b>Table 6.4</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<p><b>Accounts Payable</b> Payment of invoices and bills for goods and services provided to DLR/grants/refunds/ Staff re-imbursments</p> <p>New Supplier Set Ups</p> <p>Stamp Duty returns</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• Bank Account Details</li> <li>• Tax reference no</li> <li>• Staff no</li>   <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• Bank Account Details</li> <li>• Tax reference no</li> <li>• Staff number</li>   <li>• Name</li> <li>• Address</li> <li>• Tax reference no</li> </ul>

<b>Table 6.5</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Insurance Management</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• Tax reference no</li> <li>• Bank Account Details</li> <li>• Date of Birth</li> </ul>

<b>Table 6.6</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<p><b>Property Entry Levy (PEL)</b> (New Accounts &amp; Collection of outstanding PEL amounts due)</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• Bank Account Details</li> <li>• Estate Agent Details</li> </ul>

<b>Table 6.7</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Business Improvement District Schemes (BIDS)</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• Bank Account Details</li> </ul>

<b>Table 6.8</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Non Principal Private Residence (NPPR)</b>	
Certificates of Exemption	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> </ul>
Certificates of Discharge	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• PPS Number</li> </ul>
Management & Collection of Arrears	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• PPS Number</li> <li>• Bank Account Details</li> </ul>
Establishment & Management of Non Principal Private Residence (NPPR) Hardship Agreements	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• PPS Number</li> <li>• Bank Account Details</li> </ul>

<b>Table 6.9</b>	
<b>Services/Function</b>	<b>Personal Data processed</b>
<b>Management of Historical Waste Charges Water Charges</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Email Address</li> <li>• PPS No.</li> <li>• Bank Account Details</li> </ul>

## **7.0 Why Personal Data is Processed**

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

If the Finance 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 Finance Department is contained in the following legislation:

- Section 65 and 67, Local Government Act 2001 (revised – updated to 8 Mar 2023)
- Section 49, Planning and Development Act 2000(revised – updated to 10 March 2023)
- Section 20, Finance (Local Property Tax) Act 2012 (revised – updated to 22 July 2021)
- Section 4, Prompt Payments Act 1997
- Section 530, Taxes Consolidation Act 1997
- Section 16, VAT Consolidation Act 2010
- PEL - Local Government (Business Improvement Districts) Act 2006 - Section 7
- Waste - Section 2 of the Local Government (Financial Provisions)(No. 2), Act, 1983, Section 31 of the Waste Management Act, 1996 & Section 19 of the Protection of the Environment Act, 2003
- Water - Section 7 Local Government (Sanitary Services) Act, 1962  
Section 2 of the Local Government (Financial Provisions) (No. 2) Act, 1983, Section 27 of the Water Services Act 2007
- NPPR – Sections 4 & 8 of the Local Government (Charges\_ Act, 2009 as amended by Section 19 Local Government (Household Charge) Act, 2011

## **9.0 How Personal Data is Obtained**

Personal data collected by the Finance Department is in the most part obtained directly from data subjects availing of the services/functions outlined at section 1.0 above. However in some instances personal data may also be collected from clients, their legal representatives, staff, Government Departments and customers.

## **10.0 How Personal Data is Processed**

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

- Agresso Financial Management System
- Microsoft Office
- Realex Global Payments
- CORE
- NPPR Bureau Information System
- Secure shared drive
- Hard copy folders

## 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 Finance Department with third parties are contained in the following tables:

<b>Table 11.1</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Financial Management</b>  Credit Card applications for relevant staff members  Single Europe Payments Area & Same Day Money Transfers  LUAS Levy Refunds to Transport Infrastructure Ireland	<ul style="list-style-type: none"> <li>• Bank of Ireland</li>   <li>• Bank of Ireland</li>   <li>• Transport Infrastructure Ireland</li> </ul>

<b>Table 11.2</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Commercial Rates</b> Rates Administration  Change of Ownership  Refunds & Irrecoverable Rates  Management & Collection of outstanding Commercial Rates  Creation & Management of payment agreements/payment plans	<ul style="list-style-type: none"> <li>• Agents acting on behalf of landlords</li> <li>• Agents acting on behalf of landlords</li> </ul>

<b>Table 11.3</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal data is Shared</b>
<b>Payroll Operations</b>	<ul style="list-style-type: none"> <li>• MyPay to facilitate processing of Payroll Services</li> <li>• Revenue Online Service to ensure compliance with taxation requirements</li> <li>• Department of Employment Affairs and Social Protection</li> </ul>

<b>Table 11.4</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Accounts Payable</b>  New Supplier Set Ups  Payment of Invoices and Bills for goods and services provided to DLR together with payment of grants, refunds & reimbursement of payments/expenses	<ul style="list-style-type: none"> <li>• Revenue Commissioners to check tax clearance</li> <li>• Banks to facilitate processing of payments</li> <li>• Revenue Commissioners to facilitate compliance with taxation obligations</li> </ul>

<b>Table 11.5</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Insurance Management</b>	<ul style="list-style-type: none"> <li>• Irish Public Bodies (IPB)</li> </ul>

<b>Table 11.6</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Property Entry Levy (PEL)</b> (New Accounts & Collection of outstanding PEL)	<ul style="list-style-type: none"> <li>• Agents acting on behalf of landlords</li> </ul>

<b>Table 11.7</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Business Improvement District Scheme (BIDS )</b>	<ul style="list-style-type: none"> <li>• Sandyford BID Company Limited</li> </ul>

<b>Table 11.8</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Non Principal Private Residence (NPPR)</b>  Certificates of Exemption  Certificates of Discharge  Management & Collection of Arrears  Establishment & Management of Non Principal Private Residence (NPPR) Hardship Agreements	<ul style="list-style-type: none"> <li>• External Audit/Local Government Audit Service</li> <li>• NPPR Bureau</li> <li>• External Audit /Local Government Audit</li> <li>• NPPR Bureau</li> </ul>

<b>Table 11.9</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Management of Historical Waste Charges</b>	

<b>Table 11.10</b>	
<b>Services/Function</b>	<b>Third Parties with whom Personal Data is Shared</b>
<b>Management of Historical Domestic Water Charges</b> (Historic Billing Information only following transfer of function to Irish Water)	

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## **12.0 Records Retention Policy**

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

## **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.

Dún Laoghaire Rathdown County Council has developed a Data Protection Policy which provides more detailed information on the rights of a data subject and how to exercise them. The Council's Corporate Affairs Department deal with all requests in relation to the rights of a data subject. Their contact details are as follows:-

Data Protection Co-Ordinator,

Dún Laoghaire-Rathdown County Council  
Marine Road  
Dún Laoghaire  
County Dublin  
Tel.: 01 2054700  
E-mail: [dataprotection@dlrcoco.ie](mailto: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, Dún Laoghaire-Rathdown County Council. Contact details for the County Council's Data Protection Officer are as follows:

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

#### **15.0 Complaints to the Data Protection Commission**

If a Data subjects is not satisfied with any aspect of this statement 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 Dún Laoghaire-Rathdown County Council on their data subject right request;
- c) If they consider that Dún 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  
between 09:15 - 17:30hrs (17.15 Friday)  
E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)  
Website: [www.dataprotection.ie](http://www.dataprotection.ie)