

# DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL



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

### **PRIVACY STATEMENT for the processing of personal data contained in applications to the DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL COMMUNITY CLIMATE ACTION PROGRAMME Fund 2023 to 2026**

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

Dún Laoghaire-Rathdown County Council (“the Council”) seeks to promote the economic, social and cultural development of the County of Dún 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. To provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of the County of Dún 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 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 any 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 Community Climate Action Programme aims to provide funds to worthy climate action projects. Making a fund application to the Council will require contact information from the applicant and sometimes a representative of the applicant will include personal data such as private individual names, contact emails, phone numbers or social media links of a personal nature as part of the application.

### **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 Act.

Specifically, the lawful basis for this process is based on Section 20(3)(b)(iii), 20(3)(c)(ia) & 20(3)(c)(ii)(l) of the Planning and Development Acts 2000 to 2023

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

All Community Climate Action Programme fund applications will need to provide a name and contact details for the purpose of the Council interacting with the applicant. This can be organisation specific and not of a personal nature. However, some of the applicants will be voluntary organisations etc. and as such a volunteer in those organisations may include their name and contact details in the fund application. In such instances, the Council wishes to assure those persons their personal data will be protected and handled appropriately.

Providing contact details, will allow the Council to communicate with applicants for the following purposes.

- To acknowledge receipt of an application;
- That the applicant who made an application may be contacted if necessary, to follow up on information contained in their application and to progress their application and proposal;

### **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 information with the Department of Environment, Climate and Communications does 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 [climate@dlrcoco.ie](mailto:climate@dlrcoco.ie) or phone (00353-1) 205 4700.

### **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, 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, Dún Laoghaire-Rathdown County Council, Marine Road, Dún 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