

ACTIVE TRAVEL SECTION PRIVACY STATEMENT

DRAFT ACTIVE TRAVEL STRATEGY FOR FINGAL QUESTIONNAIRE

Introduction

Fingal County Council is responsible for the provision of an extensive range of public services. This Privacy Notice covers the Active Travel Section of the Environment, Climate Action and Active Travel Department of Fingal County Council relating to the collection of personal data for the purposes of the Draft Active Travel Strategy for Fingal non-statutory public consultation.

Who are we?

Fingal County Council Active Travel Section

Local Authority	Fingal County Council
Directorate	Environment, Climate Action and Active Travel
Department	Active Travel
Section/Service	Strategic Planning

Why do we have a Privacy Statement?

Fingal County Council's Active Travel Department has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with the Active Travel Section that we will ensure the security of the data you provide to us.

The Active Travel Section will create, collect and process personal data as part of the Draft Active Travel Strategy for Fingal non-statutory public consultation process. The Active Travel Sections commitment is that the personal data you voluntarily 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 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 only in a manner that ensures the appropriate security of the personal data
- including protection against unauthorised or unlawful processing

What personal data do we collect?

In order to prepare an accurate report on the Draft Active Travel Strategy for Fingal survey, we ask you to voluntarily provide the following data:

(a) Name

(c) Email Address

Why do we collect it?

The Active Travel Section are looking for feedback regarding the Draft Active Travel Strategy for Fingal. In order to prepare an accurate report, reflective of public opinion, this data is required to obtain feedback on what the public like/dislike about the draft Active Travel Strategy or Fingal.

What do we do with it?

We will only use this data to prepare the strategy.

How do we protect it?

The security of your personal information is important to us. The records we keep about you are secure and confidential within the Council. The Council has a range of procedures, policies and systems to ensure that access to your data is controlled appropriately. These include:

- Encryption, meaning that data cannot be read without special knowledge, such as a password.
- Controlled access to systems and networks, which allows us restrict access to your data to those members of staff who have approval to do so.
- Training for staff in data protection policies and procedures.

Do we share it?

Your information will be shared with a 3rd party Consultant who is preparing the report on behalf of the Active Travel Section. A Data Sharing Agreement is in place.

How long do we keep it?

The data we collect and the records we create based on that data are subject to a Retention Schedule, which outlines how long we will hold the data, and what we will do with it after the period of retention has expired.

A copy of our Record Retention Policy can be accessed at:

<https://www.fingal.ie/sites/default/files/2019-03/Fingal%20Data%20Protection%20Policy.pdf>

The National Retention Policy can be found at:

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

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 the 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 Fingal County 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.

To request personal data held by Fingal County Council must be made in writing by post or email to:

Data Protection Officer,
Corporate Affairs & Governance Department,
Fingal County Council,
Main
Street, Swords, Co. Dublin
Email: Data.Officer@fingalcoco.ie
Tel: 01 8905162

Complaints procedure

If you are not satisfied with the outcome of the response you received from Fingal County 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 or you can contact their Office at:

Lo Call Number: 1890 252 231
E-mail: info@dataprotection.ie
Postal Address: Data Protection Commissioner
Canal House
Station Road
Portarlinton, Co. Laois. R32 AP23