



# **COMHAIRLE CONTAE FHINE GALL**

## **FINGAL COUNTY COUNCIL**

### **DATA PROTECTION**

### **PRIVACY STATEMENT**

### **CORPORATE SERVICES**

## **DATA PROTECTION PRIVACY STATEMENT CORPORATE SERVICES**

### **Introduction**

Fingal County Council is responsible for the provision of an extensive range of public services, This Privacy Notice covers the Corporate Services Department of Fingal County Council which has responsibility for the following services:

### **Register of Electors**

### **Building Facilities**

- CCTV
- Events

### **Chief Executive's Office**

- Correspondence
- CE Orders

### **Meetings of Council & Committees**

### **Elected Members**

### **CRM**

### **Mayor's Office**

### **Access Office**

### **Mobile Phones**

### **Staff Schemes**

- Creche Subsidy
- Cycle to Work Scheme
- Tax Saver

### **Requirement for a Privacy Statement:**

Fingal County Council 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 Corporate Services Department, the Council will ensure the security of the data you provide.

We will ensure that the personal data you may be required to supply to the Council, or may be collected through other sources 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 for no longer than is necessary
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing

### **Information Collected by the Council:**

Fingal County Council processes and uses certain types of information about individuals (Data Subjects) and organisations to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of Fingal.

Depending on the service being sought or provided, the information collected may include 'personal data'. This is defined by the Data Protection Acts 1988, 2003 & 2018, 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 the Council.

In addition, the Council may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

This includes contact details to allow for efficient communication.

You do not have to provide all contact details but providing more, such as email address, phone number, home address, makes it easier to communicate with you.

All applicants for services provided by the Corporate Services Department may be required to provide information on the following categories of data (where they are applicable):

- Name
- Address
- Email Address
- Telephone Number
- Occupation
- Vehicle registration number
- PPS number/Company Registration number
- Insurance Details
- Bank details

## **Legal and Regulatory Obligations**

The Corporate Services Department may, for the purpose of its functions under the relevant Local Government Legislation, request and obtain information in respect of its services in accordance with its functions. In such circumstances the Corporate Services Department may be a Data Processor. The legal basis for processing personal data is included in:

- Health & Safety Acts/Regulations
- Local Government Acts/Regulations
- Finance Acts/Regulations
- Statutory Instruments
- Electoral Act 1992

## **How your Personal Data will be protected**

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 not be shared with other organisations unless we have your consent or there is a legal basis for doing so.

## **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:

[fcc-corporate-services-records-retention-scheduled-issued-august-2021.pdf](#)

The National Retention Policy can be found at:

[https://www.fingal.ie/sites/default/files/2019-03/2002\\_national\\_retention\\_policy\\_for\\_local\\_authority\\_records\\_2.pdf](https://www.fingal.ie/sites/default/files/2019-03/2002_national_retention_policy_for_local_authority_records_2.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 data and check its accuracy. In addition, if the data held by Fingal County Council is found to be inaccurate you have the right to change, remove, block, or object to the use of, said personal data. 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, the Council will take steps to verify your identity before granting access to personal data.

To exercise these rights, you can make a Subject Access Request. This request can be made in writing to:

Data Protection Officer,  
Corporate Services Department,  
Fingal County Council,  
Main Street,  
Swords,  
Co. Dublin.  
K67 X8Y2

Email: [data.officer@fingal.ie](mailto:data.officer@fingal.ie)

Tel: 01-895000

## **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 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](http://www.dataprotection.ie)  
or you can contact their office at:

9:30am – 1:00pm Monday to Friday (01) 765 01 00

2:00pm – 5:00pm Monday to Friday 1800 437 737

Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address:

Data Protection Commissioner  
6 Pembroke Row  
Dublin 2  
D02 X963

## **Review**

This policy will be reviewed regularly in light of any legislative or other relevant indications.