

## **South Dublin County Council**

**County Hall,**

**Tallaght,**

**Dublin 24**

## **Privacy Statement for Land Use Planning & Transportation Department**

### **Clonburris Strategic Development Zone (SDZ) Planning Scheme**

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

South Dublin County Council seeks to promote the economic, social and cultural development of the County and in doing so contribute significantly to improving the quality of life of the people of South Dublin County.

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of South Dublin County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

To provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of South Dublin County we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided 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 does the Council have a privacy statement?**

South Dublin County Council has created this privacy statement to demonstrate the Council's firm commitment to privacy and the security of the personal data you provide to the Council.

South Dublin County Council's commitment to you is that the personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained and retained for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
- Recorded accurately and, where necessary, updated
- Stored safely and securely
- 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 fairly and in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

### **Service referred to in this Privacy Statement**

This Privacy Statement refers to Public Consultation carried out in association with the preparation of the Clonburris Strategic Development Zone Planning Scheme. The Council carried out both statutory and non-statutory public consultation, in relation to the making of the SDZ Planning Scheme, and produced a Chief Executive's Report on Submission Made for each public consultation stage (i.e. Pre-Draft Stage, Draft Stage and Material Alterations Stage), for consideration by the Elected Members of South Dublin County Council.

### **Personal data required**

South Dublin County Council – Land Use Planning & Transportation Department invited public submissions using two (2) methods: online via the SDCC Public Consultation Portal and in hard copy posted / delivered to a stated Council office address. The following personal data was required:

Online via the Public Consultation Portal: In order to register as a user on the Portal and to receive a submission acknowledgement, Name, Organisation / Body Represented (if applicable), Postal Address and a valid email address are required. These are required fields in order for a customer to register as a User on the Public Consultation Portal. Submission acknowledgement is sent to the email address provided.

Hard Copy: Name, Organisation / Body Represented (if applicable), and Postal Address are required. A valid email address is optional, and submission acknowledgement issue by post, and can issue via email where a valid email address is provided.

### **Specific and legitimate purpose for which the personal data is being sought**

In accordance with Section 169 of the Planning and Development Act 2000 as amended, Article 179 of the Planning and Development (Strategic Environmental Assessment) Regulations 2004 and Habitats Directive 92/43/EEC, the Council carried out statutory and non-statutory periods of public consultation and produced a Chief Executive's Report on Submission Made for all public consultation stages, for consideration by the Elected Members of South Dublin County Council. The Chief Executive's Report on Submissions Made lists Name and Organisation / Body Represented only, no other personal information submitted is referenced in the Chief Executive's Report.

### **Legal basis under which the information is required to be supplied**

The information provided for the Clonburris SDZ public consultation is required in accordance with Section 169 of the Planning and Development Act 2000 as amended, Article 179 of the Planning and Development (Strategic Environmental Assessment) Regulations 2004 and Habitats Directive 92/43/EEC.

### **Other organisations/bodies/entities that the Council will be required to share data with, or obtain data from, in order to provide the required service**

Having regard to the services referred to in this Privacy Statement, the Council is not required to share data with any other organisations/bodies/entities and data will not be transferred outside the EU.

### **How your personal data will be kept safe from unauthorised or unlawful processing**

Personal Data shall be processed in a manner that ensures appropriate security of the Personal Data, including protection against unauthorised or unlawful processing, and against accidental loss, destruction or damage. South Dublin County Council will use appropriate technical and organisational measures to protect the integrity and confidentiality of Personal Data.

### **Period for which your personal data will be retained**

Personal Data shall be kept for no longer than five (5) years from the date of final making / decision on the SDZ Planning Scheme. The final making / decision date may be subsequent to an appeal to An Bord Pleanála. The retention of personal data will be in accordance with the South Dublin County Council Record Management and Retention Policy.

### **Contact Details**

Contact Details related to Public Consultation matters are the subject of this Privacy Statement.

In order to communicate with you, the Council will ask for your contact details. You do not have to provide all contact details but providing more, makes it easier for the Council to communicate with you.

### **Your Data Protection 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 South Dublin County Council is found to be inaccurate, you have the right to have the data corrected by the Council.

You may request to have information erased, object to direct marketing and to restrict the processing of your information, including automated decision-making.

You have the right to request data portability (transfer) of personal data held electronically by the Council to another data controller where technically feasible.

You may withdraw consent at any time where processing is based entirely on your consent.

Please note that to help protect your privacy the Council will take steps to verify your identity before granting access to personal data.

Data access requests should be made in writing and addressed to the Data Protection Officer, South Dublin County Council, County Hall, Tallaght, Dublin 24.

E-Mail: [dataprotection@sdblincoco.ie](mailto:dataprotection@sdblincoco.ie)

Telephone: 01-4149000.

### **Right of Complaint to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you receive in relation to a data access request or are unhappy with the manner of the processing of your data by South Dublin County Council,

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 the Commissioner's Office at:

Lo-Call Number: 1890 252 231

E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address: Office of the Data Protection Commissioner

Canal House,

Station Road,

Portarlinton R32 AP23,

Co. Laois.