

DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL



Housing Department

General Data Protection Regulation and the Data Protection Act 2018

Data Protection PRIVACY STATEMENT for processing of personal data contained in submissions made during the consultation process for the Traveller Accommodation Programme 2025-2029.

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. In order 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 daily. The 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 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, 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/gdpr-foi/data-protection-and-dlr>

What is the activity referred to in this Privacy Statement?

This statement refers to the processing of personal data in respect to submissions/observations made by members of the public under the following public consultation procedures for the Traveller Accommodation Programme 2025-2029.

Written submissions in relation to the draft programme should state the name of the person or body making the submission in line with legislation.

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. Specifically, the lawful basis for this process is Section 9 and Section 11 of the Housing (Traveller Accommodation) Act 1998.

What types of personal data is required in this process?

A person's name is the only requirement to make a submission to meet the requirements of the legislations as set out in Section 11 of the Housing (Traveller Accommodation) Act 1998.

This personal data will be used in the following ways:

- A person's name will be listed in the Chief Executive's Report on the submissions received.
- For submissions through dlr Consultation Hub Citizen Space, providing an email address will allow us to send you an email with confirmation that your submission has been received.
- At the conclusion of the process, we will publish the decision of the elected members relating to the adoption of the Traveller Accommodation Programme.

What will happen if your name and address/email is not provided?

Failure to provide your name will result in Dún Laoghaire – Rathdown County Council being unable to process your submission.

What other types of personal data do we need to undertake this activity?

None.

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 **DOES NOT 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 the 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 info@dlrcoco.ie / or phone (00 353-1) 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, 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