

# DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL



## Forward Planning Infrastructure Department

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

#### **PRIVACY STATEMENT for processing of personal data contained in submissions made and surveys completed during the non-statutory public consultation on the Druid's Glen Road Phase 3 Emerging Bridge Design Concept.**

#### **Who are we 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 on a daily basis. 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
- 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?**

An overall Emerging Preferred Concept, which combines a Selected Vertical Alignment with an Emerging Preferred Bridge Design Concept has been identified for Phase 3 of the Druid's Glen Project.

In this regard the Local Authority is engaging in a non-statutory "Have Your Say" Public Consultation to capture the insights and views of all interested people and groups. This process will further inform the preliminary design at the next stage of the project before proceeding with a statutory planning proposal.

### **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 127 of the Local Government Act 2001 (as amended) which states as follows:

*"127. – (1) A local authority may take such steps as it considers appropriate to consult with and promote effective participation by the local community in local government."*

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

With regards to participating in the survey, respondents' names and e-mail addresses will be required along with the general area that they live/work/represent and their primary interest in the project.

The identification of the relevant age bracket for respondents will be optional.

Submissions made by e-mail will automatically reveal an e-mail address.

### **We require contact details**

In order to communicate with you, you will be asked for contact details regarding the survey. If making a submission by e-mail you do not have to provide contact details but providing your full name and address makes it easier to communicate and help to put submissions into context with regard to the location of the person making the submission. Submissions made by e-mail will automatically reveal an e-mail address.

We require that those participating in the survey to provide their name, e-mail address and information on the general area that they live together with their primary interest in the project for the following reasons:

- To confirm the identity of the person and ensure that feedback is legitimate;
- To acknowledge participation in the survey;
- To ensure that the person may be contacted if necessary to follow up on information contained in their survey response; and
- To put survey responses into context with regard to the location of respondents and their interest in the project.

- To inform any report on the public consultation.

The optional identification of the relevant age bracket for respondents will help indicate whether we have reached a good cross section of age groups and received feedback from such.

### **What will happen if the personal data is not provided?**

The Council may need to contact you in relation to your submission or survey response and may be inhibited from doing so if contact details are not provided. Failure to provide legitimate contact details that cannot be verified may result in your submission being disregarded.

### **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.

### **Publication of submissions online or sharing of such:**

Persons should be advised that while Section 127 of the Local Government Act 2001 does not require DLR to publish on its website valid submissions made, due to the public being involved in this process and in the interest of transparency, DLR may consider making these submissions available online as part of the process including within a report to be shared with the public, albeit with personal data redacted in line with GDPR requirements.

### **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 apply in this instance in the context that the services of a public consultation and engineering consultants have been commissioned as part of the project to review submissions and survey responses, which may form part of a report that summarises such, in order to inform the next stage of the project.

### **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 here.](#)

### **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 [info@dlrcoco.ie](mailto:info@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 access requests can be made via this form on our website.](#)

## **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.: 01 205 4700  
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