



CARLOW COUNTY COUNCIL

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## **Data Privacy Statement – Carlow County Council**

### **Graiguenamanagh-Tinnahinch Joint Local Area Plan - Public Consultation Privacy Statement**

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

Carlow County Council is the democratically elected organisation whose principal function is to provide a broad range of services in areas such as Housing, Roads & Transportation, Flood Prevention, Water Services, Economic Development & Tourism, Planning & Conservation, Environmental Protection, Heritage & the Arts, Library Services, Community & Culture, Amenity, Sport & Recreation, Fire Services, Energy, Older People & Age Friendly, Children & Younger People, Financial Management & Customer Services development.

In performing its functions, Carlow County Council is required to collect and process significant amounts of "personal data" within the meaning of the General Data Protection Regulations [GDPR] and of the Data Protection Acts 1988 to 2018. The Council respects the privacy rights of those whose personal data we process and we are conscious of our obligations under the Data Protection Acts.

#### **Why do we have a privacy statement?**

Carlow 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 Carlow County Council that we will ensure the security of the data you provide to us. Carlow County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Carlow 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 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 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.

For full details of the collection, processing and sharing of your personal data by us and your rights in this regard, please see our full Privacy Notice on the website [here](#)

## **What is the activity referred to in this Privacy Statement?**

In order to engage with communities in the consultation phase for the preparation of Graiguenamanagh-Tinnahinch Joint Local Area Plan, both Kilkenny and Carlow County Council are seeking submissions. These submissions will be published along with your name and comments in accordance with the Planning and Development Act 2000 (as amended), but your contact details will not be published.

## **Data protection Policy**

Carlow County Council has a detailed Data Protection Policy which goes into more detail on how we as a public body are committed to ensuring the security of any personal data you provide to us [here](#)

## **Legal and Regulatory Obligations**

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council in accordance with Article 6(1) of the General Data Protection Regulation, 2016. Please be aware that in order to process those submissions that contain certain GDPR special categories of data/sensitive personal data as defined by Article 9 of the GDPR explicit consent to the processing of the special categories of data must be provided by the person to whom the data refers. Specifically, the lawful basis for this process is Section 11 of the Planning and Development Act 2000 (as amended).

## **Records Retention Policy**

Carlow County Council's practices in relation to the retention of personal data are guided by the Local Government Management Agency's (LGMA) National Retention Policy for Local Authority Records and any updates that are issued by the LGMA. Copies of this document are available [here](#).

## **Contact Details**

In order to communicate with you, contact details will be requested of you. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

## **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 us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by Carlow 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. [Making a Data Access Request](#)

To exercise these rights, you should contact Carlow County Council (Data Controller), Contact Details are as follows:

Phone: +353 59 9170340

E-mail: [dpo@carlowcoco.ie](mailto:dpo@carlowcoco.ie)

Website: [www.carlow.ie](http://www.carlow.ie)

Postal Address: Carlow County Council, County Buildings, Athy Rd., Carlow R93 E7R7

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

If you are not satisfied with the outcome of the response you received from Carlow 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:

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 Review

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

**Version 1.0**