



Kerry County Council
Comhairle Contae Chiarraí

(This document is for information purposes only)

Data Protection Privacy Statement for
Tralee Flood Relief Scheme

Who we are and why do we require your information?

Kerry County Council (the Council) is responsible for the provision of an extensive range of public services such as Housing, Planning, Roads, Flood Risk Management etc. across County Kerry and seeks to promote the economic, social and cultural development of Kerry 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. This 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. For further information please visit our website at www.kerrycoco.ie under GDPR. In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of County Kerry 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 1998, 2003 & 2018 and by the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679). The data 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 Council 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?

The 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 us that 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. Kerry County Council's commitment 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.

Data Protection Policy

Kerry County Council has a detailed Data Protection Policy, which details how public bodies are committed to ensuring the security of any personal data you provide to us. A copy of the Council's Data Protection Policy can be accessed at www.kerrycoco.ie/data-protection-gdpr/.

What is the activity referred to in this Privacy Statement?

Public Consultation to inform the Tralee Flood Relief Scheme. Information to be Processed by the Council's appointed consultants, **RPS Consulting Engineers Ltd.**

What is the basis for making the processing of personal data in this activity lawful?

Consent from the person supplying the data

We require your contact details

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate with you. 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.

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

Eircode details to allow mapping of location of those who participated

Is the personal data submitted as part of this activity shared with other organisations?

Kerry County Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, may have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required the Council shall have regard to the security and integrity of the data and will minimise the data shared. In this process, the data will be shared with the following recipients:

Office of Public Works (OPW) - Summary Information to be provided to the OPW in their role as members of the Steering Group for the Project. This will not include individual's details but will include mapping showing the location of responses. In this activity, if the personal data is to be transferred to a different country, it will be transferred to the following countries (if there are no countries listed, it is not intended to transfer the personal data abroad):

Northern Ireland (where RPS Consulting Engineers require their Belfast Office to process the information)

Kerry County Council's Records Retention Policy

The Council is in the process of preparing retention policies for all services and business units. These policies will outline the timeframe for which your personal data will be retained by the Council and what will happen to it after the required retention period has expired. These policies will be published as part of the Council's Privacy Notices.

What will happen if the requested personal data is not provided?

The personal data provided and ability to contact the individuals who submit the questionnaires and information will be very useful in the verification of past flood events and understanding of current / future flooding concerns by location. If not provided, the local knowledge and information that could be missed

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. If the data held by the Council 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, the Council take steps to verify your identity before granting access to personal data. In addition, Data Subjects have a right to;

- exercise data portability, i.e., obtain a transferable copy of information held to transfer to a third party/provider
- obtain details of any transfer of data to a third country (outside the European Economic Area) and safeguards in place
- obtain details of any automated decision making.

To exercise these rights, you can make a Subject Access Request in writing or electronically, to the Council's Data protection officer, using the form available via the following link:-

www.kerrycoco.ie/data-protection-gdpr/.

For all enquiries relating to Data Protection you can contact the Council at:

Postal Address: Data Protection Officer, Kerry County Council
County Buildings, Rathass, Tralee, Co. Kerry V92 H7VT
Phone: 066 718 3500
E-mail: dpo@kerrycoco.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 Kerry 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 or you can contact their office at:

Postal Address: Data Protection Commissioner
Canal House, Station Road, Portarlinton, Co. Laois R32 AP23.
Lo Call Number: 1890 252 231
E-mail: info@dataprotection.ie