

## **Privacy Statement for Kilkenny County Council Forward Planning Section**

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

Kilkenny County Council (KCC) seeks to promote the economic, social and cultural development of County Kilkenny and in doing so, contribute significantly to improving the quality of life of the people of County Kilkenny.

The delivery of high quality services, tailored to meet the needs of all our customers, remains one of Kilkenny County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the 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.

In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of Kilkenny County we will be required to collect, process and use certain types of information about people and organisations. For the purposes of providing a Planning service, 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?**

KCC Planning section has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Kilkenny County Council that we will ensure the security of the data you provide to us.

KCC Planning section creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. KCC Planning section'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.

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

Submissions to various Planning Policy documents and Planning processes, such as Development Plans, Local Area Plans, Non-statutory Plans such as Urban Design plans and Masterplans, the Vacant Sites Register and Transboundary consultations and the compilation of the Vacant Sites Register.

### **Personal data required**

Name, address, and email address, and in some cases, details of ownership of land.

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

Planning and Development Act 2000, and Planning and Development Regulations, 2001, as amended, and Urban Regeneration and Housing Act 2015, as amended.

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

Compliance with Acts and Regulations as above.

### **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**

- In line with the Planning and Development Act 2000, as amended, the Council will publish submissions or observations received to Development Plans and Local Area Plans, on our website.
- The Council will also publish submissions or observations received to Non-statutory Plans, on our website.
- In some specified cases, such as Transboundary consultations, we are obliged to share submissions/observations and a summary of same with the Minister for Planning, Housing and Local Government and with the UK Planning Inspectorate. The UK Planning Inspectorate will publish submissions or a summary of same, on its website.
- We may also share data, and obtain data with/from An Bord Pleanála, and relevant Government agencies and Departments.

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

On a password protected database.

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

- In the case of Development Plans, Local Area Plans, Non-statutory Plans such as Urban Design plans and Masterplans, for the Plan duration plus one year.
- For Vacant Sites, for as long as a site is on the Register.
- For Transboundary consultations, until one month following the close of the submissions period.

## **Processing of special categories of personal data**

Under Article 9(1) of the GDPR regulations, the processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation is prohibited. Therefore, Kilkenny County Council requests those making submissions not to include data of this nature in their submission.

## **Data Protection Policy**

KCC has a Data Protection Policy which goes into more detail as how we as a public body are committed to ensuring the security of any personal data you provide to us.

A copy of KCC's Data Protection Policy can be accessed via the following link:

[https://www.kilkennycoco.ie/eng/Your\\_Council/Data-Protection/](https://www.kilkennycoco.ie/eng/Your_Council/Data-Protection/)

## **Contact Details**

In order to communicate with 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.

## **Records Retention Policy**

Kilkenny County Council has a detailed record retention policy which goes in to more detail of the time period for which your personal data will be retained by Kilkenny County Council and what will happen to it after the required retention period has expired.

A copy of the National Record Retention Policy can be accessed via the following link:

[https://www.kilkennycoco.ie/eng/Your\\_Council/Data-Protection/National-Retention-Policy.pdf](https://www.kilkennycoco.ie/eng/Your_Council/Data-Protection/National-Retention-Policy.pdf)

## **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 Kilkenny 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. To exercise these rights you should take the following steps:

[https://www.kilkennycoco.ie/eng/Your\\_Council/Data-Protection/Datta-Protection-Access-Request-Form.docx](https://www.kilkennycoco.ie/eng/Your_Council/Data-Protection/Datta-Protection-Access-Request-Form.docx)

## **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 Kilkenny 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