**Data Protection Privacy Statement for**

**Waste Management Bye Laws**

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

In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of Kildare County we will be required to collect, process and use certain types of information about people and organisations. As part of the process of enforcing the Bye-Laws information sought may include ‘personal data’ as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR). 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 as is the case with the Waste Presentation Bye Laws.

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

Kildare 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 the Council 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. Kildare 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**

Kildare County Council has a detailed Data Protection Policy which outlines how we as a public body are committed to ensuring the security of any personal data you provide to us.

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

Enforcement of Waste Management Bye-Laws

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

Section 34 C of the Waste Management Act, 1996

**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. 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 identify.

**Personal data we need to undertake this activity?**

As listed in the bin sharing document and fixed payment notice

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

Kildare County 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 Kildare County 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:

* Waste Collector listed on your form to ensure your account is still active only in cases where this is not clear from documents supplied. The data is permitted to be collected under Section 34C of the Waste Management Act.
* Data on the fixed payment notice is specified under Section 206(2) of the Local Government Act will only be shared with legal teams and the court in the event of non-payment of the fine

The personal data will not be transferred abroad.

**How long is this personal data held by Kildare County Council?**

Kildare 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 the Council and what will happen to it after the required retention period has expired.

The data processed as part of this activity will be retained for the following period(s):

* Bin-sharing Document 1-year and paid Fixed payment notice 3 years and unpaid fixed payment notices 7 years

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

Enter consequence for customer of not giving the requested data, eg service cannot be provided

**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 Kildare County Council. You also have the right to data portability. 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. To exercise these rights, you should contact Kildare County Council (Data Controller) at the following address:

email: dataprotection@kildarecoco.ie

Data Protection Officer,

Kildare County Council,

Áras Chill Dara,

Devoy Park,

Naas,

Co Kildare,

W91X77F

**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 Kildare 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:

Lo Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address:

Data Protection Commissioner

21 Fitzwilliam Square South

Dublin 2

D02 RD2