



# Comhairle Contae Chill Dara Kildare County Council

## **Data Protection Act 2018 (as amended)**

### **PRIVACY STATEMENT for Public Consultation regarding Traveller Accommodation Unit - Mid way Review of Traveller Accommodation Plan 2019-2024**

#### **Who are we?**

Kildare County Council (the Council) is the democratically elected unit of Local Government in County Kildare and is responsible for providing a range of services to meet the economic, social and cultural needs of the people of our County. In order to provide the most effective and targeted services to meet the needs of the citizens, communities and businesses of County Kildare we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, information sought may include 'personal data' as defined by the Data Protection Acts and 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 or to carry out functions in the public interest.

#### **Why do we have a Privacy Statement?**

This privacy statement has been created to demonstrate the Council's commitment that personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, identified and legitimate purposes
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained
- Personal data collected and processed must be accurate and (where necessary) kept up to-date.
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.



# Comhairle Contae Chill Dara

## Kildare County Council

More detail is available in our Data Protection Policy Statement at <http://kildare.ie/CountyCouncil/DataProtection/> or you can request a hard copy at 045 980 200.

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

Mid way Review of the Traveller Accommodation Plan 2019-2024 [and related public consultation](#).

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

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Kildare County Council in accordance with Article 6(1) of the General Data Protection Regulation, 2016.

Section 17(1)(a) of the Housing (Traveller Accommodation) Act, 1998 states that a relevant housing authority 'shall review an accommodation programme at least once in each 3 year period or at such time as the Minister may by direction specify from time to time'. Section 6(1) states that a relevant housing authority shall make an assessment of the need for sites in the functional area concerned. Section 6(4)(a) states that an assessment shall have regard to the estimate of travellers.

### **We require contact details**

In order to communicate with you, you will be asked for contact details. 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 types of personal data do we need to undertake this activity?**

To assist with the review of the Traveller Accommodation Plan, you will be asked on

- Current Accommodation type and duration of tenure
- Accommodation preferences
- Household composition including age of household members
- Status in relation to housing and transfer applications including areas of choice
- Preference with regards additional services (temporary/ transient sites and provision of basic services).

There is also sensitive data collected in relation to ethnic origin, medical need and requirement for disability access.

Please note that it is intended that this survey will be completed by phone interview by staff of Kildare County Council and the survey response will be assigned a



# Comhairle Contae Chill Dara

## Kildare County Council

reference number (not a person's name), available only to specific staff of the Council. The purpose of the survey is to inform the review of the current Traveller Accommodation Programme 2019-24.

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

Participation in the Mid way Review of the Traveller Accommodation plan is on a voluntary basis. Please be advised that your accommodation needs and preferences may not be included in the Traveller Accommodation Plan if you do not part take.

### **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. The person taking part in the survey is the only source for the information recorded in the survey.

### **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 **applies** to this activity. Please note that data is **anonymised** for sharing purposes.

Data is shared with: Local and National Traveller Accommodation Consultative Committees, relevant statutory and voluntary stakeholders, such as Department of Housing, Local Government and Heritage, Exchange House, Kildare Traveller Action etc.

This information will be used to inform the Traveller Accommodation Plan 2019-2024. This Plan is a public document but will not identify any individual person.

However please note that the information from the survey will be combined and when shared with the listed organisations it will not related to an identifiable

Data **IS NOT** transferred to another country. 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).

**NONE**

### **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



# Comhairle Contae Chill Dara

## Kildare County Council

Retention Policy for Local Authority Records is available:

<http://kildare.ie/CountyCouncil/DataProtection/>

The data processed as part of this activity will be retained for the following period(s):  
Files are retained for the duration of the current Traveller Accommodation Programme.

### **Do you need to update your records?**

Kildare 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:** Kildare County Council, Corporate Services, Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F

**Emailing us at** [customercare@kildarecoco.ie](mailto:customercare@kildarecoco.ie)

When making a request to update your records please provide evidence to support this - for example a copy of a document containing your new address – utility (Gas, Electricity, Phone) bill etc. and proof of your identity

### **Your rights:**

You have the right to obtain confirmation as to whether data concerning you exists, to request access to personal data held about you, to be informed of the content and source of data and check its accuracy.

If the data held by us is found to be inaccurate you have the right to rectify/correct this – see above on how to update your records.

You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Council.

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 logon to <http://kildare.ie/CountyCouncil/DataProtection/> , use one of the forms at our Counters or contact us. Completed applications should be returned to.



# Comhairle Contae Chill Dara

## Kildare County Council

### Kildare County Council – Data Protection Officer

<b>Phone</b>	045 980 200
<b>E-mail</b>	<a href="mailto:dataprotection@kildarecoco.ie">dataprotection@kildarecoco.ie</a> or <a href="mailto:customercare@kildarecoco.ie">customercare@kildarecoco.ie</a>
<b>Postal Address</b>	Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F.

### Right of Complaint to the Data Protection Commissioner

If you are not satisfied with the outcome of the response received by the Council 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:

<b>Lo Call Number</b>	1890 252 231
<b>E-mail</b>	<a href="mailto:info@dataprotection.ie">info@dataprotection.ie</a>
<b>Postal Address</b>	Data Protection Commissioner 21 Fitzwilliam Square South Dublin 2 D02 RD28 Ireland

**Changes to Privacy Statement:** We may make changes to this Statement. If we make changes they will be posted below.

**LAST UPDATED ON: 11/08/2022**