Data Protection Act 2018 (as amended)

**PRIVACY STATEMENT**

**Permits**

**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, to enable us to provide services, 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.

More detail is available in our Data Protection Policy at [**http://kildare.ie/CountyCouncil/DataProtection/**](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?**

**Applications for a parking permit. This can include the following types of permits:**

* **Residential Permits**
* **Visitor Permits**
* **Trader Permits**
* **Long Term Parking Permits**

**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)(e) of the General Data Protection Regulation, 2016 and the respective Kildare County Council Parking Bye-Laws and application form ..

**We require 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 identity.

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

The personnel data require by the council will be detailed in the respective application form and on-line permit portal. Depending on the type of permit you are applying for this could include name, address, vehicle registration details, motor tax details, insurance details, landlord details (if applicable), phone number, lease details (if applicable), driver licence details, utility bills, passport details etc as outlined in the application form and on the on-line application portal.

**What will happen if the personal data is not provided?**If the requested data is not provided the Council cannot process the application.

**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.

**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 Unit Five Limited, Woodmanton Farm, Castleview Barn, Exeter EX5 1HQ United Kingdom, Giant Leap Technologies AS (IE000453), Biskop gunnerus’ gt. 14A Post Postboks 468 Sentrum 0105 OSLO Norway and APCOA Parking Ireland Limited to facilitate processing of permit applications and to validate permits for on-street enforcement 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.

**How long is my data kept for?**

For hard copy applications the application form and supporting documents are retained for six months from the date of issue of the permit. For on-line permit applications documentation provided by the customer will be retained for six months from the date of issue of the permit. After that period the documentation will be deleted. The customer account details (name and email address) will be retained for a period of eighteen months from the date of issue of the permit to provide the customer the facility of using their account again to renew or amend their application.

**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, Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F

Emailing us at customercare@kildarecoco.ie

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

**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. You also have the right to data portability where technically feasible.

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/**](http://kildare.ie/CountyCouncil/DataProtection/) , use one of the forms at our Counter or contact us.

**Kildare County Council - Access to Information Officer**

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| **Phone** | 045 980 200 |   |
| **E-mail** | dataprotection@kildarecoco.ie or customercare@kildarecoco.ie |  |
| **Postal Address** | 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:

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| Lo Call Number |  |   |
| E-mail | info@dataprotection.ie |  |
| Postal Address | Data Protection Commissioner 21 Fizwilliam Square South,Dublin 2,D02 RD28 |  |

**Changes to Privacy Statement**We may make changes to this Statement. If we make any changes they will be posted on this page and we will change the “Last Updated” date below.

LAST UPDATED ON 04th April, 2022