

FINANCE DEPARTMENT PRIVACY STATEMENT

Who We Are?

Fingal County Council

Local Authority	Fingal County Council
Directorate	Finance
Department	Finance Department
Section/Service	Cash Office

Why do we have a Privacy Statement?

Fingal 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 Fingal County Council that we will ensure the security of the data you provide to us.

Fingal County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Fingal 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 the 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

What personal data do we collect?

In order to process your application for payments /receipting we will require you to provide us with your

- (a) Name
- (b) Address
- (c) Contact Details
- (d) Account No

Why do we collect it?

Legal Obligation Under the General Data Protection Regulation EU GDPR 2016/679 we are required to request this data in order to provide this service.

Public Task

What do we do with it?

We will only use this data to process your payment/receipting.

How do we protect it?

The security of your personal information is important to us. The records we keep about you are secure and confidential within the Council. The Council has a range of procedures, policies and systems to ensure that access to your data is controlled appropriately. These include:

Encryption, meaning that data cannot be read without special knowledge, such as a password.

Controlled access to systems and networks, which allows us restrict access to your data to those members of staff who have approval to do so.

Training for staff in data protection policies and procedures.

Do we share it?

Your information will not be shared with other organisations unless we have your consent or there is a legal basis for doing so.

How long do we keep it?

The data we collect and the records we create based on that data are subject to a Retention Schedule, which outlines how long we will hold the data, and what we will do with it after the period of retention has expired.

A copy of our Record Retention Policy can be accessed at:
<http://fingal.ie/media/Record%20Management%20Policy.pdf>

The National Retention Policy can be found at:
http://fingal.ie/media/2002_national_retention_policy_for_local_authority_records_2.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 the 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 Fingal 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,

To request personal data held by Fingal County Council must be made in writing by post or email to: Data Protection Officer, Corporate Affairs & Governance Department, Fingal County Council, Main Street, Swords, Co. Dublin

Email: Data.Officer@fingalcoco.ie

Tel: 01 8905162

Complaints procedure

If you are not satisfied with the outcome of the response you received from Fingal 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

Canal House

Station Road

Portarlinton, Co. Laois. R32 AP23.