

DEPARTMENT PRIVACY STATEMENT

ENVIRONMENT DEPARTMENT

Fingal County Council

Local Authority	Fingal County Council
Directorate	Environmental Services
Department	Environment
Section/Service	Environment Division

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?

To enable the Environment Department to provide services to you under various legislative frameworks it is necessary to collect personal information such as, but not restricted to:

- (a) Name
- (b) Address
- (c) Contact Details
- (d) Phone number
- (e) Vehicle registration

Why do we collect it?

Legal Obligation The Environment Department are responsible for providing services under legislation which require the collection of personal data in order to provide a service or carry out enforcement actions set out under the various Acts. This includes but is not restricted to the following:

- Water Framework Directive 2000/60/EC;
- S.I. No. 79 Bathing Water Quality Regulations 2008;
- S.I. No. 722 European Communities (Water Policy) Regulations 2003;
- Local Government (Water Pollution) Acts, 1977 to 2007;
- S.I. No. 223 Water Services Acts 2007 and 2012 (Domestic Wastewater Treatment Systems) Regulations 2012 and S.I. No. 220 Domestic Wastewater Treatment Systems (Registration) Regulations 2012;
- S.I. No. 31 European Union (Good Agricultural Practice for the Protection of Waters) Regulations 2014;
- Sewage Sludge in Agriculture Regulations, 1998-2001
- S.I. No. 350 European Union (Water Policy) Regulations 2014;

- S.I. No. 126 European Communities (Waste Directive) Regulations 2011;
- Waste Management Act 1996 as amended;
- S.I. No. 821 Waste Management (Facility Permit and Registration) Regulations 2007 as amended;
- S.I. No. 373 Waste Management (Fixed Penalty Notice) (Producer Responsibility) Regulations 2016;
- S.I. No. 198 Waste Management (Facility Permit and Registration) (Amendment) Regulation, 2015;
- S.I. No. 820 Waste Management (Collection Permit) Regulations 2007 as amended;
- S.I. No. 197 Waste Management (Collection Permit) Amendment) Regulation, 2015;
- S.I. No. 163 Waste Management (Hazardous Waste) Regulations, 1998;
- S.I. No. 149 European Union (Waste Electrical and Electronic Equipment) Regulations 2014;
- Litter Pollution Act 1997 - 2009,
- S.I. No. 282 European Union (Packaging) Regulations 2014;
- S.I. No. 281 European Union (End-of-Life Vehicles) Regulations 2014;
- S.I. No. 664 Waste Management (Tyres and Waste Tyres) Regulations 2017;
- S.I. No. 283 European Union (Batteries and Accumulators) Regulations 2014;
- S.I. No. 524 Waste Management (Certification of Historic Unlicensed Waste Disposal and Recovery Activity) Regulations 2008;
- S.I. No. 566 Waste Management (Management of Waste from the Extractive Industries) Regulations 2009;
- S.I. No. 286 Waste Management (Prohibition of Waste Disposal by Burning) Regulations 2009;
- S.I. No. 599 Waste Management (Prohibition of Waste Disposal by Burning) (Amendment) Regulations 2017
- S.I. No. 508 Waste Management (Food Waste) Regulations 2009 as amended;
- S.I. No. 190 Waste Management (Food Waste) (Amendment) Regulations 2015;
- S.I. No. 191 European Union (Household Food Waste and Bio-Waste) Regulations 2015;
- S.I. No. 32 Waste Management (Registration of Sewage Sludge Facility) Regulations 2010;
- Environment Miscellaneous Provisions Act 2015;
- S.I. 148 of 2013 European Union (Waste Incineration Plants and Waste Co-Incineration Plants) Regulations, 2013.

- Air Pollution Act 1987 – 2001

- S.I. No. 658 European Union (Fluorinated Greenhouse Gas) Regulations 2016;
- S.I. No. 375 Air Pollution Act, 1987, (Petroleum Vapour Emissions) Regulations 1997;
- EPA Act 1992;
- S.I. No. 543 Emissions of Volatile Organic Compounds from Organic Solvents Regulations 2002, as amended;
- S.I. No. 398 European Union (Paints, Varnishes, Vehicle Refinishing Products and Activities)(Amendment) Regulations 2014;
- S.I. No. 399 European Union (Installations and Activities Using Organic Solvents) Regulations 2014;
- S.I. No. 453 European Communities (Hygiene of Foodstuffs)(Amendment) Regulations 2014;
- S.I. No. 140 Environmental Noise Regulations 2006;
- S.I. No. 326 Air Pollution Act (Marketing, Sale, Distribution and Burning of Specified Fuels) Regulations 2012;
- S.I. No. 30/2015 Air Pollution Act (Marketing, Sale and Distribution and Burning of Specified Fuels)(Amendment) Regulations 2015.
- Litter Pollution Acts 1997 – 2009
- Control of Dogs Act 1986
- Control of Horses Act 1996

What do we do with it?

We will only use this data to provide a service or take enforcement action set out in the above legislation

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. This may be other Departments within Fingal County Council or outside agencies or organisations such as An Garda Síochána, An Post or other local authorities or contractors who provide services for the Council, such as the dog pound or horse seizure contractor.

We also regularly receive personal information from these same organisations and provide it with the same levels of protection afforded to data collected by the Council.

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.