

DOCUMENT NO.	REVISION NO.	DETAILS	EFFECTIVE DATE
DS-FM-11	1	Derelict Sites	17th Sept 2020
		Economic Development Directorate Privacy Notice	

## Clare County Council – Data Protection Privacy Notice for Derelict Sites

### 1. 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 of County Clare, we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, the information sought may include ‘personal data’ as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR) and may relate to current, past and future service users including members of the public who 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.

### 2. Why do we have this privacy notice?

Clare County Council (Data Controller) has created this privacy notice in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Clare County Council that we will endeavour to ensure the security of the personal data you provide to us.

### Contact Details

Clare County Council’s contact details in relation to Derelict Sites are as follows:

#### ***Derelict Sites Team***

**Postal Address:** Economic Development Directorate, Clare County Council, Áras Contae an Chláir, New Road, Ennis, Co. Clare V95 DXP2  
**Telephone:** (065) 6846452  
**Email:** derelictsites@clarecoco.ie

Clare County Council’s contact details in relation to Data Protection are as follows:-

#### ***Data Protection Officer***

**Postal Address:** Clare County Council, Áras Contae an Chláir, New Road, Ennis, Co. Clare V95 DXP2  
**Telephone:** (065) 6846405 or (065) 6846200  
**Email:** DPA@clarecoco.ie

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

### **3. Legal basis for the collection, processing and sharing of personal data in relation to Derelict Sites.**

The processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Clare County Council (as set out in Article 6(1)(e) of the General Data Protection Regulations 2018), in this case for the purpose of regulation of Derelict Sites under the Derelict Sites Act 1990, as amended.

### **4. Types of Personal data required**

In advance of completing the Derelict Sites Complaint Form you should read the information contained on pages 1 and 2 of the complaint form carefully. You should take care to answer all of the questions fully where relevant. All complainants are asked to provide information on the following categories of data:

- Personal details of complainant (name, address, phone number, email address).
- Personal details of owners and occupiers of the property (names and addresses).

### **5. How your personal data will be used/processed by the Economic Development section within Clare County Council**

#### **Address and Phone numbers and email addresses**

When contacting us we may ask you for contact details such as your address, a phone number or email address. If we do, we may use these contact details to contact you. We will only contact you about matters relating to the Derelict Site. Group emails will not contain any information that could be used to identify you.

In addition, formal notices under the Derelict Sites Act 1990, as amended, must issue to owners and occupiers of properties and Clare County Council must keep a register of Derelict Sites Register (Section 8 of the Derelict Sites Act 1990, as amended). The register will include the name for the registered owner(s) and is available for public inspection. We may also share general information about Derelict Sites, such as number and location of sites, for reporting purposes.

#### **Processing and storage of your data**

We use a protected confidential IT system to manage complaint forms. Data from these forms is recorded on an MS Word document, and a hard copy file and related documentation are held in secure storage. Access to the data is controlled and restricted to relevant staff in Economic Development Directorate of Clare County Council involved in Derelict Sites, with security measures such as passwords.

The data you supply to Clare County Council as part of your derelict site complaint will only be used by Clare County Council for the purposes of processing the complaint and issuing you with correspondence relevant to the complaint.

### **6. Prevention and detection of fraud**

Your personal data will not be shared with other sections within Clare County Council or third parties. General information may however be shared to justify public funding or for reporting purposes.

## **7. Records Retention Policy**

All correspondence in relation to Derelict Sites will be held and disposed of in compliance with the National Retention Policy for Local Authority Records which can be accessed at the following link: <https://www.lgma.ie/en/publications/corporate/national-retention-policy-for-local-authority.pdf>

## **8. Your data protection 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 Clare 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.

To exercise these rights please see details in the document at the attached link [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/) or you can request same from the Economic Development Department, Clare County Council on (065) 6846452.

Please note that to help protect your privacy we take steps to verify your identity, before granting access to personal data.

## **9. Right of Complaint to the Office of the Data Protection Commission**

If you are not satisfied with the outcome of the response you received from Clare County Council in relation to your request to exercise your rights under the Data Protection legislation, then you are entitled to make a complaint to the Data Protection Commission who may investigate the matter for you.

The Data Protection Commissions website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact the Office at:

**Lo Call Number:** 1890 252 231  
**E-mail:** [info@dataprotection.ie](mailto:info@dataprotection.ie)  
**Postal Address:** Data Protection Commission  
Canal House  
Station Road  
Portarlinton  
Co. Laois R32 AP23