



**Comhairle Contae  
Dhún na nGall**  
Donegal County Council

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## **Privacy Statement – Donegal County Council**

### ***1. Introduction***

Donegal County Council is responsible for the provision of an extensive range of services such as Housing, Roads, Planning, Community Development etc.

In order to provide these services the Council routinely collects and processes a significant amount of personal data (as defined in the Data Protection Acts and General Data Protection Regulations 2016). This data may be submitted by you on an application form, via our website or in correspondence/direct contact with us.

### ***2. Need for A Privacy Statement***

This privacy statement is designed to help you understand why we need to obtain personal information and how we process it and to demonstrate our commitment to privacy and to assure you that in all your dealings with the Council we will ensure the security of the data you provide to us.

We may also obtain personal data from government departments/statutory agencies or other third parties in order to comply with regulations or legislative requirements.

Donegal County Council's commitment is that the personal data you may be required to supply 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, 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. Sharing Data***

The Council may share your Personal Data with other public bodies and regulatory authorities in order to comply with regulations or legislative requirements.

#### **4. Information We Collect**

If you wish to apply for a particular service from the Council you will be asked for a varying amount of personal details (in some cases the personal information of dependants may be required) in order to support your application. Donegal County Council will set out the information we require in a series of separate and distinct application forms relevant to each service.

The types of personal data you may be asked to supply can include the following:-

- a) Contact details to allow for sufficient communication with you. You do not have to provide all contact details but providing more such as email, address, telephone contact no., makes it easier to communicate with you.
- b) Details of your personal circumstances which you are required by law to supply as part of your application process.
- c) Your own financial details which are required to by law to supply to support your application.

#### **5. Data Protection Policy**

The Council has a Data Protection Policy which explains how the Council is committed to ensuring the security of any personal data you provide to us.

#### **6. Records Retention Policy**

The National Records Retention Policy provides detail in relation to the time period for which your personal data will be retained by Donegal County Council and what will happen to it after the time period has expired.

#### **7. 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 data and check its accuracy. If the data held by the Council is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by the Council. In certain circumstances blocking access to data may delay or remove access to 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.

In addition you have a right to:-

- Exercise data portability, i.e., obtain a transferable copy of information we hold to transfer to a third party/provider.
- Obtain details of any transfer of data to a third country (outside the European Economic Area) and safeguards in place.
- Obtain details of any automated decision making.

To exercise these rights, you can make a Subject Access Request. This request can be made in writing or electronically, to the Council's Data Protection Officer.

#### **8. Data Protection Contact Details**

For all enquiries relating to Data Protection you can contact the Council at:

Phone: 074 9153900

Email: [dpo@donegalcoco.ie](mailto:dpo@donegalcoco.ie)

Postal Address: Donegal County Council  
County House  
The Diamond  
Lifford P.O.  
Co. Donegal  
F93 Y622

***Right of Complaint to the Office of the Data Protection Commissioner***

If you are not satisfied with the outcome of the response you received from Donegal 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 Office of the Data Protection Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their Office at:

Lo Call Number : 1890 252 231

E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address: Office of the Data Protection Commissioner  
Canal House  
Station Road  
Portarlinton  
Co. Laois  
R32 AP23