



Comhairle Cathrach Chorcaí  
Cork City Council

## Freedom of Information (FOI) Privacy Notice

1. **Purpose** -Your information is required in order to assess and administer your FOI request.
2. **Legal Basis** - The legal basis for processing of personal data in this activity is the Freedom of Information Act 2014. Information including personal data supplied by persons making requests under the FOI Act or submitting queries etc. in relation to it, are collected, processed and shared only for those purposes and in accordance with the relevant sections of the FOI Act. Article 6 (1)(c) applies.

3. **Personal Information Required** - Personal data is required for all stages in the FOI process i.e. to acknowledge and process the FOI request and subsequently in the event of an internal review or appeal to the Office of Information Commissioner (OIC).

In order to communicate with you, you will be required to provide contact details. You do not have to provide all contact details but by providing more, such as email, phone, name address, file reference etc it makes it easier to communicate and engage.

Other data which is not requested but often accompanies an FOI request includes, occupation, third party names and addresses.

We may take steps to verify the identity of the requester before granting access to personal data.

The suitability of the identifying documentation will be determined by the FOI Officer or designated FOI Decision Maker.

4. **Information Sharing** -The information you provide as part of your FOI request may be shared with the following:

- Other sections of Cork City Council
- Other 3<sup>rd</sup> parties/organisations who may hold records relevant to the request
- Where records are held by another public body we may transfer your request, application or query to that body for processing under section 12 of the FOI Act.
- Office of the Information Commissioner to determine an appeal

5. **Information Retention** – The information you provide as part of your request will be retained in accordance with the National Retention Policy for Local Authority Records.

The data processed as part of this activity will be retained for the following periods:

5 years for current cases, non- current requests 5 years then archived.

6. **Right to amend inaccurate information** - Cork City Council must take reasonable steps to ensure that personal data it holds is correct, complete and up to date. If the data held by us is found to be inaccurate, misleading or incomplete you have the right to request rectification of the data. For example, you may have changed your name, address, contact details etc., if so then please contact us so that we can correct it. You can do this by

**Emailing** us at: [foi@corkcity.ie](mailto:foi@corkcity.ie) or **Writing** to us at: Freedom of Information, Cork City Council, City Hall, Cork.

## **7. 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.

<https://www.corkcity.ie/en/media-folder/public-info/update-ccc-data-protection-subject-access-request-form-june-2019.pdf>

## **8. 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 Cork City Council in relation to your data subject access request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commission website [www.dataprotection.ie](http://www.dataprotection.ie) has further details and the online form to be completed if you wish to raise a concern or make a complaint.

You can contact their Office at: 01-7650100 Lo Call Number: 1800 437 737

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

Postal Address:

Data Protection Commissioner  
21 Fitzwilliam Square South  
Dublin 2  
D02 RD 28

For further information in relation to Cork City Council's Data Protection Policy & Privacy Statement, please go to <https://www.corkcity.ie/en/council-services/public-info/gdpr/>

If you require a paper copy of either document, please contact us on 021 4924000 or email [dataprotection@corkcity.ie](mailto:dataprotection@corkcity.ie)

**June 2020**

