

**INFRASTRUCTURE DEVELOPMENT
DIRECTORATE
PRIVACY NOTICE**



**CORK CITY COUNCIL
COMHAIRLE CATHRACH CHORCAÍ**

- REVISION CONTROL -

Version	Date	Audience	Notes
0.1			

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Information collected by the Infrastructure Development Directorate

Depending on the capital project being delivered, types of personal data can be categorised, in general as follows:

- a. Contact details to allow for efficient communication with you. You do not have to provide all contact details but providing more, such as email, phone, address makes it easier to communicate.
- b. Details of your personal circumstances which you are required by law to supply, as part of your application, for a service offered or in relation to legal proceedings, issued by the Council against you or by you against the Council.
- c. Your own financial details which you are required by law to supply to support your application, for a service offered by the Council or in relation to legal proceedings, issued by the Council against you or by you against the Council.

Where a Data Subject has signed a Land Acquisition Agreement or Temporary Right of Wayleave with Cork City Council and where compensation is payable to the individual, the Data Subject is required to provide information on the following categories of data (where applicable);

- *PPS numbers*
- *Tax Clearance Certificate details*
- *Bank Details*

Sharing Information

The Council may share your information internally (within the Council) in accordance with statutory obligations. In addition, the Council may share your information with third parties in accordance with statutory and regulatory obligations.

The Infrastructure Development Directorate requests and obtains information from a large range of organizations including, but not limited to, the following:

- Cork City Council's Law Agent's Department
- Solicitors
- Valuers
- Consultants
- Contractors
- An Garda Síochána
- The Health Service Executive (HSE)
- The Ambulance Service
- An Approved Housing Body
- The National Transport Authority (NTA)
- The Land Development Agency
- Transport Infrastructure Ireland (TII)
- Department of Transport, Tourism & Sport (DTTAS)
- Department of Rural & Community Development (DCRD)
- Department of Housing, Planning & Local Government (DHPLG)
- Department of Agriculture, Food & the Marine (DAFM)
- Department of Arts, Heritage, Regional, Rural & Gaeltacht Affairs
- Road Management Office (RMO)
- Local Government Management Agency (LGMA)
- The Court Service
- Health & Safety Authority (HSA)
- Social Welfare
- Revenue Commissioners
- Fáilte Ireland

- Irish Water (IW)
- Office of Public Works (OPW)
- Sustainable Energy Authority of Ireland (SEAI)

Information may also be shared with the above in accordance with statutory/regulatory obligations or with third-party processing agreements where appropriate.

However, it should be noted that the Infrastructure Development Directorate may share information with all state bodies with statutory and regulatory obligations.

How your Personal Data will be used/processed

The volume of customers the Council serves and range of services the Council provide requires IT systems to manage customer applications. The hard copy application form is also retained. Access to the data is controlled and restricted to relevant staff involved in assessing and processing the various services with other security measures such as passwords.

Legal and Regulatory Obligations

The legal basis and legitimate interest for processing personal data are included in:

- Roads Acts/Regulations
- Housing Acts/Regulations
- Department of Housing, Planning and Local Government Circulars
- Department of Transport, Tourism and Sport Circulars
- Health & Safety Acts/Regulations
- Planning & Development Acts/Regulations
- Local Government Acts/Regulations
- Local Government (Sanitary Services) Acts
- Finance Acts/Regulations
- EU Directives/Regulations

- Building Regulations

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 said personal data. 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 the Council will take steps to verify your identity before granting access to personal data.

In addition, Data Subjects have a right to:

- Exercise data portability, i.e. obtain a transferrable copy of information the Council 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 in writing and directed to the contact details at the end of this policy or electronically using the form available in the link www.corkcity.ie under **GDPR Cork City Council – Main Policies**.

Records Retention Policy

Retention of records in the Infrastructure Development Directorate is covered by the National Retention Policy for Local Authority records.

Data Protection Contact Details

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

	Noreen Mulcahy	
Phone:	+ 353 21 4924000	
E-mail:	<u>dataprotection@corkcity.ie</u>	
Postal Address:	Data Protection Officer Cork City Council City Hall Anglesea Street Cork City T12 T997	

If you are not satisfied with the outcome of the response you receive from the 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

Email: info@dataprotection.ie

Postal Address: Data Protection Commissioner
Canal House
Station Road
Portarlinton
R32 AP23
Co Laois