

## Data Protection Privacy Notice for: Clare County Council – Ennis pedestrianisation survey

DOCUMENT NO.	REVISION NO.	DETAILS	EFFECTIVE DATE
	1	Ennis pedestrianisation survey	October 2021

### ➤ Data Protection Policy

Clare County Council has a detailed Data Protection Policy which outlines how we are committed to ensuring the security of any personal data provided to us. It also informs as to our obligations and your rights under data protection law. To exercise these rights please see details in the Privacy Statement at this link: <http://www.clarecoco.ie/jinfo/privacy-statement/default.html> and the sample application forms on our website (or available on request from the Data Protection office, see contact details below).

### ➤ Clare County Council's Privacy Statement, data protection officer contact details and details of the controller's representative for this project

Clare County Council is committed to protecting and respecting your privacy. The council has a Privacy Statement which is a general document about how we approach data protection as an organisation and is available on the council's website <http://www.clarecoco.ie> or on request from this department.

Clare County Council's contact details in relation to Data Protection are: Data Protection Officer, Finance and Support Services Directorate, Clare County Council, Áras Contae an Chláir, New Road, Ennis, Co. Clare V95 DXP2, Telephone number: (065) 6846405 or (065) 6846200, email: [dpa@clarecoco.ie](mailto:dpa@clarecoco.ie)

Clare County Council's 'Ennis Pedestrianisation Survey' contact details: Ennis Municipal District, Clare County Council, Buttermarket Building, Drumbiggle, Ennis, Co. Clare, telephone number: (065) 6821616, email: [ennismunicipaldistrict@gmail.com](mailto:ennismunicipaldistrict@gmail.com)

### ➤ The purposes of data processing for the Ennis Pedestrianisation Survey October 2021

The Council wants to ensure you understand how we will manage your data when you submit it to participate in the survey. The online survey requires the respondent to register on the IT platform in advance of completing the survey. This process requires supplying personal data [email address]. This is to ensure that only one survey can be submitted from a particular email address. One is being asked for a name or email address on the paper copy for the same reason

### ➤ The following personal data is being collected

Paper survey - Name or Email address

Online survey – Email address

### ➤ Processing and storage of your data

Completed paper surveys can be dropped into a box in the library or returned by post to Ennis Municipal District. All paper surveys will be entered on the Council's online consultation platform where the completed online surveys are located. Statistical reports will be generated using the completed surveys. Personal data provided (name or email address) will not appear in any published report and will not be used for any other purpose.

Access to the online consultation system is secured by an access controlled list managed by IT.

Each individual record is confidential and will be deleted from the consultation platform 90 days after the survey closes. Paper copies will be shredded after 90 days also.

Clare County Council will only retain your personal data for as long as is necessary to fulfil the purposes for which we collected it and for as long as we are legally required to under EU or Irish law. Clare County Council subscribes to the [National Retention Policy for Local Authority Records](#). We may also maintain a Data Retention Policy which supplements the National Retention Policy.

➤ **The legal basis for the processing of personal data in this activity**

The data subject has given consent to the processing of his or her personal data for a specific purpose. The data subject shall have the right to withdraw his or her consent at any time (by emailing [ennismunicipaldistrict@clarecoco.ie](mailto:ennismunicipaldistrict@clarecoco.ie)). The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. Clare County Council may for the purpose of its functions under Section 63(1)(d) and Section 64 (2) (b) of the Local Government Act 2001 as amended.

➤ **Recipients of the personal data**

A small number of the administrative team in Ennis Municipal District will have access to the survey data and will produce statistical reports excluding individual's personal data (name or email address).

**What will happen if the requested personal data is not provided?**

Participation in the survey is on a voluntary consent basis only. If consent is not provided for the processing of personal data [name or email address] the particular survey will be rendered invalid. During registration on the online consultation platform the participant is required to supply an email address to continue with the registration process. In completing the survey online the respondent is required to give consent to providing personal data.

**Your Rights**

By law 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. Please note that to help protect your privacy; we take steps to verify your identity before granting access to personal data. Further details can be obtained from Clare County Council's website.

To exercise these rights or if you have any questions on data protection compliance please contact: Data Protection Officer, Telephone: (065) 6846405 or (065) 6846200, email: [dpa@clarecoco.ie](mailto:dpa@clarecoco.ie) Post: Áras Contae an Chláir, New Road, Ennis, Co Clare, V95 DXP2 or see details in this document: [https://www.clarecoco.ie/\[info\]/privacy-statement/](https://www.clarecoco.ie/[info]/privacy-statement/)

➤ **Right to complain to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you received from Clare County Council in relation to your request or in relation to exercising your data rights, then you are entitled to make a complaint to the Data Protection Commissioner who can investigate the matter for you. The Data Protection Commissioner's website: [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their office on: Lo Call Number: 1890 252 231, email: [info@dataprotection.ie](mailto:info@dataprotection.ie) Post: Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co Laois, R32 AP23.