



**Wexford County Council**

**Subject Access Request (SAR)**

**Privacy Statement**

Revised Version December 2019

## **Who we are and why do we require your information?**

Wexford County Council seeks to lead the economic, social, cultural and environmental development of the county and to provide high quality services at local level. Our vision is for an inclusive county of sustainable urban and rural communities that have respect for their environment, a sense of local identity comprising shared purpose and a deep sense of civic pride.

The promotion of a culture of excellence in service delivery remains one of Wexford County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of County Wexford we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided, 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; past; current and prospective employees; suppliers; and members of the public who may 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.

## **Why do we have this privacy statement?**

The Council has created this privacy notice to demonstrate our firm commitment to privacy and to assure you that in all your dealings with the corporate section the Council will ensure the security of the data. The personal data you may be required to supply to the Council, or may be collected through other sources 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 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.

More detail is available in our Data Protection Policy statement at

[Data Protection Policy on our website www.wexfordcoco.ie](http://www.wexfordcoco.ie)

### **What is the activity referred to in this Privacy Statement?**

The Data Protection Officer, with the assistance of decision makers from each section across the organisation, facilitates a Data Subject's request for access to any personal data held on them by Wexford County Council.

### **What is the basis for making the processing of personal data in this activity lawful?**

Processing is necessary to comply with a legal obligation [Article 6(1) (c) of the General Data Protection Regulations, 2016].

### **We require your contact details**

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. To ensure data security and privacy; steps are taken to verify requestor identity before granting access to personal data. The requester will be required to provide a copy of state issued photographic ID. The suitability of the identifying documentation will be determined by the FOI Officer/Decision Maker

### **What items of personal data do we need to undertake this activity?**

Name, address, email address, contact phone number, copy of photo ID, proof of address. Sensitive data is not directly requested but the Data Subject is asked to provide as much information as possible.

Data is sourced from the relevant department(s) for the purpose of addressing the SAR.

### **This personal data will be used for the following purpose(s):**

The personal data is collected as necessary to ensure:

- that data is not accidentally disclosed to the wrong person
- that a thorough search can be conducted for data relating to the SAR.
- To ensure that a comprehensive report can be returned to the Data Subject

### **Is the personal data submitted as part of this activity shared with other organisations?**

Wexford County Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required Wexford County Council shall have regard to the security and integrity of the data and will minimise the data shared.

In this activity, it is not intended to transfer the personal data abroad.

### **How long is this personal data held by Wexford County Council?**

The Local Authority sector operates under the [National Retention Policy for Local Authority Records](#) which outlines time periods for which your data will be retained and what will happen to it after the required retention period has expired. Links to the Policy will be updated as the Policy is renewed.

The data processed as part of this activity will be retained for the following period(s):  
10 years after which time files are archived

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

If the data subject fails to provide the necessary data, it may not be possible to process their application. The level of accuracy of the DPO report will depend on the degree of information provided in the SAR.

### **Do you need to update my records?**

Wexford County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date. In addition, if the data held by us is found to be inaccurate you have the right to rectify / correct this.

If you find that personal data that we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by

**Emailing us at:** [foi@wexfordcoco.ie](mailto:foi@wexfordcoco.ie)

**Writing to us at:** Freedom of Information office, Wexford County Council, Carricklawn Wexford. Y35 WY93

### **Security**

Wexford County Council takes its security responsibilities seriously, employing appropriate physical and technical measures including the use of a Staff Access Control system with audit controls and staff training and awareness. We have internal procedures and computer interfaced protective barriers to keep your information as safe and secure as we possibly can.

## **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 Wexford County Council.

### [How to Make a Data Access Request](#)

## **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 Wexford 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 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:

Data Protection Commissioner  
Canal House  
Station Road  
Portarlinton, Co. Laois. R32 AP23.

## **Changes to our Privacy Policy**

This policy is a living document that will be reviewed, edited and updated on a regular basis.

## **What to do if you have further questions**

If you would like any additional information regarding our procedures and commitment in becoming GDPR compliant or any further information, please contact [foi@wexfordcoco.ie](mailto:foi@wexfordcoco.ie)