

Wexford County Council
Fire Services Privacy Notice.

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1. Introduction

Wexford County Council (the Council) is responsible for the provision of an extensive range of public services, including fire services, and this is the Privacy Notice for the Fire Section of the Council. This includes Fire Safety Certificate applications, Liquor licensing, Fire Services Acts inspections, Fire incident reporting, Fire Charges and Waivers.

The Council seeks to promote the economic, social and cultural development of County Wexford and in doing so contribute significantly to improving the quality of life of the people of the county. The delivery of high quality services, tailored to meet the needs of all our customers remains one of the Council's core objectives included in our Corporate Plan.

The services includes not only the level and quality of the 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 to an ever-changing environment. Please visit our website for more information at www.wexfordcoco.ie

2. Information collected by the Council

The Council processes and uses certain types of information about individuals (Data Subjects) and organisations to provide the most effective and targeted range of services to meet the needs of the people, organisations, communities and businesses of Co. Wexford.

Depending on the service being sought or the provided, the information that the Council collects may include "personal data" as defined by the Data Protection Acts and by the General Data Protection Regulation 2016 (GDPR) and this 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 Council 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. This will include contact details to allow for efficient communication.

You do not have to provide all your contact details but providing more, such as email, a phone number or an address, makes it easier for effective communications with you.

3. Requirement for a Privacy Notice

The Council will set out the information we require in a series of separate and distinct application forms and specific Privacy Notice relevant to each service. Privacy Notices are located on the Council's website at www.wexfordcoco.ie

The Council has produced this privacy notice to demonstrate our firm commitment to privacy and to assure you that all your dealings with the Council, in the area of fire services will be carried out in a way to ensure the security of the data you provide to us.

The personal data that you may be required to supply to the Council, or may be collected through other sources (investigations by Council staff; CCTV, information from other 3rd parties or agents acting on your behalf; etc.) 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 purposes 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 which the purposes for which it was obtained.
- Kept in a form, this permits identification of the data subject, for no longer than necessary.
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

4. Sharing information

The Council may share your information internally (within the Council) in accordance with statutory obligations. This is mostly between the Fire Section and the Planning Section and the Housing Department in accordance with Sections 41(b) and 60(3)(a)(ii) of the Data Protection Act 2018. In addition, the Council may share your information with third parties in accordance with statutory and regulatory obligations. The staff of Fire Services may request, obtain and share information, in carrying out its various functions in accordance with the above mentioned Sections of the Data Protection Act 2018 from the following bodies, as appropriate:

- An Garda Síochána
- The Court Services
- The Department of Social Protection
- The Health Service Executive
- TUSLA – The Child and Family Agency
- HIQA – Health Information and Quality Authority
- The Department of Housing, Planning and Local Government.
- Contractors/Suppliers processing data for Wexford County Council's Fire Section in the areas of CCTV Surveillance.

5. How will your Personal Data be used/processed?

The volume of customers of Council services and range of Fire services that the Council provides requires IT systems to manage customers. 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 password encryption.

6. Legal and Regulatory Obligations

The Legal basis and legitimate basis for processing personal data are included in;

- The Building Control Acts 1990-2007
- The Fire Services Acts 1981-2003
- Licensing of Indoor Events 2003
- Multi Unit Development Act 2011
- Dangerous Substances Act 1972
- Explosives Act 1875
- Ease of Escape Regulations 1985.
- Other Regulations pertaining to the above Acts.
- Departmental Circulars.

7. Records Retention Policy

The Council is in the process of preparing retention policies for all services and business units of the Council. These policies will outline the timeframe for which your personal data will be retained by the Council and what will happen to it after the required retention period has expired. These policies will be published on the Council's website at www.wexfordcoco.ie

8. 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 the data held by the Council 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 held by the Council. In certain circumstances blocking access to data may delay or remove access to a service where data is required by law or for essential purposes related to the delivery of a service to you. Please note that to help protect your privacy, we may 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 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 of any safeguards in place.
- Obtain any 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 contact details at the end of this policy or electronically using the form available in the link www.wexfordcoco.ie

9. Data Protection Contact Details

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

Phone: 053 919600

Email: dpo@wexfordcoco.ie

Postal Address: Data Protection Officer,
Wexford County Council,
Carricklawn,
Wexford
Y35 WY93

If you are not satisfied with the outcome of the response that 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,
Co. Laois,
R32 AP23