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ROSCOMMON COUNTY COUNCIL

Privacy Statement
Assets & Energy Management
Department

January 2019

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Service	Data Protection			
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Prepared By.	Brian Duffy, Data Protection Officer	Date:	January 2019	
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Contents

	Page No.
1.0 Introduction	3
2.0 Purpose of Privacy Statement	3
3.0 Definitions	3
4.0 Scope	4
5.0 Data Protection Policy	4
6.0 What Personal Data is Processed	4
7.0 Why Personal Data is Processed	5
8.0 The Legal Basis for Processing Personal Data	5
9.0 How Personal Data is Obtained	5
10.0 How Personal Data is Processed	6
11.0 Sharing Personal Data with Third Parties	6
12.0 Records Retention Policy	6
13.0 Data Subject Rights	7
14.0: Complaints to the Data Protection Commission	7
15.0 Monitoring and Review	8
16.0 Further Information	8

1.0 Introduction

The Assets & Energy Management Department including Public Lighting has responsibility for a number of specific areas as follows:

- Energy
- Assets
- Public lighting

2.0 Purpose of Privacy Statement

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data the Assets & Energy Management Department may collect about individuals, why it is needed, how it is used and how individuals may interact with the Assets & Energy Management Department in relation to their personal data. It also outlines the rights of individuals under data protection legislation in relation to the processing of their personal data.

3.0 Definitions

For the purposes of this privacy statement the following definitions apply:

- **Data Subject:** is an individual who is the subject of personal data.
- **Personal Data:** any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
- **Special Categories of Personal Data:** is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership; genetic data; biometric data processed for the purpose of uniquely identifying a natural person; data concerning health and data concerning a natural person's sex life or sexual orientation.

4.0 Scope

This statement applies to all personal data processed by the Assets & Energy Management Department in physical or electronic format. This data primarily relates to complaints about public lighting.

5.0 Data Protection Policy

The Assets & Energy Management Department is committed to ensuring that any personal data processed by it is:

- Obtained lawfully, fairly and in a transparent manner;
- Obtained for specified, explicit and legitimate purposes only;
- 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 in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

Roscommon County Council has a Corporate Data Protection Policy which goes in to more detail as to how it intends meeting these commitments. A copy of this document can be accessed [here](#).

6.0 What Personal Data is Processed

Details of personal data processed by each of the services/functions of the Assets & Energy Management Department are contained in the following tables:

Table 6.1	
Service/Function	Personal Data Processed
Public Lighting Complaints	<ul style="list-style-type: none">• Name• Contact phone numbers (where supplied)

Table 6.2	
Service/Function	Personal Data Processed
Assets Search/Transfer either by Sale or Acquisition	<ul style="list-style-type: none"> • Name • Address

7.0 Why Personal Data is Processed

Personal data is processed by the Assets & Energy Management Department in order to revert to complainants regarding public lighting or for land purchase /disposal. If the Assets & Energy Management Department proposes to process personal data for a purpose other than it was obtained it will, prior to such processing, provide the data subject with information on that purpose and any other relevant information.

8.0 The Legal Basis for Processing Personal Data

The legal basis for processing personal data by the Assets & Energy Management Department is mostly contained in the following legislation:

- Conveyancing and Law of Property Act, 1881

There may be a very limited number of circumstances whereby the Assets & Energy Management Department relies on consent for the processing of personal data. In such circumstances the data subject has the right to withdraw consent to the processing of his or her personal data at any time.

Where special categories of information are being processed the Assets & Energy Management Department will obtain the data subject's explicit consent to such processing unless this is not required by law or the personal data is required to protect the health of the data subject in an emergency.

9.0 How Personal Data is Obtained

All of the personal data collected by the Assets & Energy Management Department is obtained directly from complaints received or from Land Registry searches.

10.0 How Personal Data is Processed

The processing of personal data by staff within the Assets & Energy Management Department is generally carried out by on internal databases.

11.0 Sharing Personal Data with Third Parties

The sharing of personal data with third parties will only occur in circumstances that are permitted by law.

Details of the sharing of personal data by the Assets and Energy Management Department with third parties are contained in the following tables:

Table 11.1	
Service/Function	Third Parties with whom Personal Data is Shared
Public Lighting Complaints	<ul style="list-style-type: none">• None

Table 11.2	
Service/Function	Third Parties with whom Personal Data is Shared
Assets Search/Transfer either by Sale or Acquisition	<ul style="list-style-type: none">• County Solicitor

12.0 Records Retention Policy

The Assets & Energy Management Department's practices in relation to the retention of personal data are guided by the Local Government Management Agency's (LGMA) National Retention Policy for Local Authority Records and any updates that are issued by the LGMA. Copies of these documents are available [here](#).

13.0 Data Subject Rights

Data subjects have a range of rights under GDPR. These include the following:

- The right to be informed;
- The right of access;
- Right to rectification of inaccurate or incomplete data;
- The right to erasure (also known as the 'right to be forgotten') of personal data;
- The right to portability;
- The right to object to the processing of personal data;
- The right to restrict the processing of personal data;
- Rights in relation to automated decision making, including profiling.

Roscommon County Council has developed a Data Subject Rights Policy and Procedures document which provides more detailed information on the rights of a data subject and how to exercise them. A copy of this document is available [here](#).

14.0: Complaints to the Data Protection Commission

14.1 Data subjects may make a complaint in the following circumstances:

- a) If they experience a delay outside of the prescribed timeframe for making a decision on a data subject right request;
- b) If they are dissatisfied with a decision by Roscommon County Council on their data subject right request;
- c) If they consider that Roscommon County Council's processing of their personal data is contrary to data protection legislation.

14.2 Contact details for the Data Protection Commission are as follows:

Phone Number: 0761 104 800 or Local 1890 252 231
E-mail: info@dataprotection.ie
Website: www.dataprotection.ie
Postal Address: Data Protection Commission
Canal House
Station Road
Portarlinton
Co. Laois
R32 AP23.

15.0 Monitoring and Review

Provisions contained in this statement shall be subject to on-going monitoring and review.

16.0: Further Information

Further information and advice on the operation of this privacy statement is available from the Data Protection Officer, Roscommon County Council. Contact details for the County Council's Data Protection Officer are as follows:

Phone: 090 6637100
E-mail: dataprotection@roscommoncoco.ie
Website: www.roscommoncoco.ie
Postal Address: Roscommon County Council
Áras an Chontae
Roscommon
F42 VR98.