



Comhairle Contae
Ros Comáin
Roscommon
County Council



COMHAIRLE CONTAE ROS COMÁIN

ROSCOMMON COUNTY COUNCIL

Privacy Statement

Environment Department

January 2019

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1.0 Introduction

The role of the Environment Department is to protect and enhance the natural and built environment in County Roscommon, to support sustainable development. It is also charged with the implementation of regulations and national and regional policies and having in place monitoring systems for environmental protection and pollution control.

This is achieved through providing the following services/functions:

- Drinking Water and Waste Water Monitoring (IW)
- National Inspection Plan (Septic tank inspections)
- Waste Management
- Recycling & Bottle Bank facilities
- Litter Management
- Education and Awareness
- Water and Pollution Control
- Water Framework
- Good Agricultural Practice

2.0 Purpose of Privacy Statement.

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data the Environment Department may collect about individuals, why it is needed, how it is used and how individuals may interact with the Environment 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 Environment Department in physical or electronic format. This data primarily relates to grant applications or follow up investigations relating to complaints made or dumping/litter incidents.

5.0 Data Protection Policy

The Environment Department processes personal data in various formats on an on-going basis. Roscommon County Council is committed to ensuring that personal data processed by its Environment Department 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 Environment Department are contained in the following tables:

Table 6.1	
Service/Function	Personal Data Processed
Litter Pollution Act	<ul style="list-style-type: none"> • Name • Address • Contact phone numbers (where supplied) • Vehicle registration numbers (where identified) • Details of offence • Evidence relating to offence • Details of legal proceedings • Video surveillance <ul style="list-style-type: none"> ○ Footage of incident ○ Vehicle registration details (where identified)

Table 6.2	
Service/Function	Personal Data Processed
Waste Management Act	<ul style="list-style-type: none"> • Name • Address • Contact phone numbers (where supplied) • Vehicle registration numbers (where identified) • Details of offence • Evidence relating to offence • Details of legal proceedings • Video surveillance <ul style="list-style-type: none"> ○ Footage of incident ○ Vehicle registration details (where identified) • Account Numbers

Table 6.3	
Service/Function	Personal Data Processed
Civic Amenity Sites & Bottle Banks locations	<ul style="list-style-type: none"> • Name of user • Address of user • Video surveillance <ul style="list-style-type: none"> ○ Footage of incident ○ Vehicle registration details (where identified)

Table 6.4	
Service/Function	Personal Data Processed
Environmental Awareness	<ul style="list-style-type: none"> • Name • Address • Contact details (phone numbers, email address) • Prize money

Table 6.5	
Service/Function	Personal Data Processed
National Inspection Plan	<ul style="list-style-type: none"> • List of registered septic tanks • Name • Address • Contact details (phone numbers, email address) • Folio number • Works required • Income details • Bank account details • Amount of grant awarded

Table 6.6	
Service/Function	Personal Data Processed
LIPIS Database	<ul style="list-style-type: none"> • Name • Address • Contact phone numbers (where supplied) • Herd number • Field parcel ID • Stocking densities • Farm size • Farm inspection surveys • Infringements • Penalties

Table 6.7	
Service/Function	Personal Data Processed
Air Pollution Act	<ul style="list-style-type: none"> • Names • Contact details • Offences

Table 6.8	
Service/Function	Personal Data Processed
Water Pollution Act	<ul style="list-style-type: none"> • Names • Contact details • Offences • Legal proceedings

Table 6.9	
Service/Function	Personal Data Processed
Complaints database	<ul style="list-style-type: none"> • Name (where provided of complainer/complaine) • Contact details (where provided) • Address (where provided) • Alleged offence

Table 6.10	
Service/Function	Personal Data Processed
Sampling locations on public and private Water Schemes	<ul style="list-style-type: none"> • Names address contact (where supplied) • Sample cost (grants)

7.0 Why Personal Data is Processed

Personal data is processed by the Environment Department in order to comply with regulatory requirements.

If the Environment 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 Environment Department is mostly contained in the following legislation:

- Litter Pollution Act 1997 as amended
- Waste Management Act as amended
- Roscommon County Council Byelaws on Waste Presentation
- Water Pollution Act 1977 as amended

- Water Services Act
- Noise Pollution Act
- Air Pollution Act
- Protection of the Environment Act.

There may be a limited number of circumstances whereby the Environment 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 Environment 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

9.1 Most of the personal data collected by the Environment Department is obtained directly from complaints received, Land Registry searches, grant applications, Advance Burn Notifications and surveys completed.

9.2 The Environment Department also creates personal data as a result of processing activities carried out by the services it provides as listed in tables 6.1 to 6.10 above.

10.0 How Personal Data is Processed

The processing of personal data by staff within the Environment Department is generally carried out through the use of 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 Environment Department with third parties are contained in the following tables:

Table 11.1	
Service/Function	Third Parties with whom Personal Data is Shared
Litter Pollution Act	<ul style="list-style-type: none"> • County Solicitor

Table 11.2	
Service/Function	Third Parties with whom Personal Data is Shared
Waste Management Act	<ul style="list-style-type: none"> • County Solicitor • NWCPO • CUWERLA

Table 11.3	
Service/Function	Third Parties with whom Personal Data is Shared
Civic Amenity Sites & Bottle Bank locations	<ul style="list-style-type: none"> • County Solicitor

Table 11.4	
Service/Function	Third Parties with whom Personal Data is Shared
Environmental Awareness	<ul style="list-style-type: none"> • None

Table 11.5	
Service/Function	Third Parties with whom Personal Data is Shared
National Inspection Plan	<ul style="list-style-type: none"> • Department of the Environment

Table 11.6	
Service/Function	Third Parties with whom Personal Data is Shared
LIPIS Database	<ul style="list-style-type: none"> • Department of Agriculture (source of information)

Table 11.7	
Service/Function	Third Parties with whom Personal Data is Shared
Air Pollution Act	<ul style="list-style-type: none"> • County Solicitor • EPA

Table 11.8	
Service/Function	Third Parties with whom Personal Data is Shared
Water Pollution Act	<ul style="list-style-type: none"> • County Solicitor • Inland Fisheries • EPA • Neighbouring Local Authority • HSE

Table 11.9	
Service/Function	Third Parties with whom Personal Data is Shared
Complaints Database	<ul style="list-style-type: none"> • County Solicitor if legal proceedings are initiated • EPA

Table 11.10	
Service/Function	Third Parties with whom Personal Data is Shared
Sampling locations on public and private Water Schemes	<ul style="list-style-type: none"> • Irish Water • EPA

12.0 Records Retention Policy

The Environment 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.