



Comhairle Contae
Ros Comáin
Roscommon
County Council



COMHAIRLE CONTAE ROS COMÁIN ROSCOMMON COUNTY COUNCIL

Privacy Statement

Fire and Emergency Planning, Building Control and Civil Defence Services

December 2018

Version Control

Department	Corporate Services			
Service	Data Protection			
Document Title	Privacy Statement – Fire and Emergency Planning, Building Control and Civil Defence Services			
Document Reference No.	DP-2-07			
Version No.	V.1			
Prepared By.	Brian Duffy, Data Protection Officer	Date:	December 2018	
Approved By.	Management Team	Date:	14/12/2018	
Revisions:				
Version No.	Revised by	Date	Approved by	Date

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1.0 Introduction

Roscommon County Council provides Fire and Emergency Planning, Building Control and Civil Defence Services to County Roscommon and its environs. It achieves this through providing the following services/functions:

- Fire Prevention,
- Provision of Fire Brigades,
- Community Fire Safety,
- Building Control,
- Major Emergency Management.
- Civil Defence

2.0 Purpose of Privacy Statement

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data that the Roscommon Fire and Emergency Planning, Building Control and Civil Defence Services may collect about individuals, why it is needed, how it is used and how individuals may interact with the Roscommon Fire and Emergency Planning, Building Control and Civil Defence Services 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 Roscommon Fire and Emergency Planning, Building Control and Civil Defence Services in physical or electronic format. This data primarily relates to names, addresses, contact numbers, email addresses, fees, licencing applications, building control requirements/notices/applications, fire prevention and fire brigade operations.

5.0 Data Protection Policy

Roscommon Fire and Emergency Planning, Building Control and Civil Defence Services process a significant amount of personal data in various formats on an on-going basis. Roscommon County Council is committed to ensuring that personal data processed 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 Roscommon Fire and Emergency Planning, Building Control and Civil Defence Services are contained in the following tables:

Table 6.1	
Service/Function	Personal Data Processed
<p>Fire Prevention:</p> <ul style="list-style-type: none"> • Licensing Applications • Dangerous Substances Applications • Explosive Stores Registration <ul style="list-style-type: none"> • Fire Safety Enforcement 	<ul style="list-style-type: none"> • Names • Addresses • Eircodes • Contact details/telephone numbers • Email addresses • Consultant details • Legal representatives • Fees/payments <ul style="list-style-type: none"> • Names • Addresses • Eircodes • Contact details/telephone numbers • Email addresses • Nature of claims, grievances and complaints • Conduct and outcome of investigations

Table 6.2	
Service/Function	Personal Data Processed
Provision of Fire Brigades: <ul style="list-style-type: none"> • Fire Charges/Invoices 	<ul style="list-style-type: none"> • Names • Addresses • Eircodes • Contact details/telephone numbers • Email addresses • Consultant details • Legal representatives • Fees/payments
<ul style="list-style-type: none"> • Human Resources/Staffing 	<ul style="list-style-type: none"> • Names • Addresses • Grade/rank • Wages/payments • Service history • Eircodes • Contact details/telephone numbers • Email addresses • Sick leave certificates • Annual leave sheets • Bank account details • Performance data • Training and development data (training and development scheduled, completed, assessments, qualifications and non-attendances at training and development) • Nature of claims, grievances and complaints • Conduct and outcome of investigations

<ul style="list-style-type: none"> • Equipment and Fleet Servicing and Training Providers 	<ul style="list-style-type: none"> • Names • Addresses • Eircodes • Contact details/telephone numbers • Email addresses • Bank account details • Insurances
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Table 6.3	
Service/Function	Personal Data Processed
Community Fire Safety	<ul style="list-style-type: none"> • Names • Addresses • Eircodes • Contact details/telephone numbers • Email addresses • Photographs

Table 6.4	
Service/Function	Personal Data Processed
Building Control: <ul style="list-style-type: none"> • Fire Safety Certificates • Commencement Notices 	<ul style="list-style-type: none"> • Names • Addresses • Eircodes • Contact details/telephone numbers • Email addresses • Consultant details • Legal representatives • Fees/payments

Table 6.5	
Service/Function	Personal Data Processed
Major Emergency Management	<ul style="list-style-type: none"> • Names • Addresses • Grade/rank • Eircodes • Contact details/telephone numbers • Email addresses

Table 6.6	
Service/Function	Personal Data Processed
Civil Defence	<ul style="list-style-type: none"> • Names • Addresses • Grade/rank • Expenses/payments • Service history • Eircodes • Contact details/telephone numbers • Email addresses • Training and development data (training and development scheduled, completed, assessments, qualifications and non-attendances at training and development)

7.0 Why Personal Data is Processed

Personal data is processed by Roscommon Fire and Emergency Planning, Building Control and Civil Defence Services in order to manage the relationship with all stakeholders (external and internal) in a lawful, effective and appropriate manner. If Roscommon Fire and Emergency Planning, Building Control and Civil Defence Services propose 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 Roscommon Fire and Emergency Planning, Building Control and Civil Defence Services is mostly contained in the following legislation:

- Fire Services Act, 1981 and 2003
- Building Control Act, 1990-2014
- Civil Defence Act 2012
- Local Government Act 2001
- Safety, Health and Welfare at Work Act 2005
- Children First Act 2015
- Unfair Dismissals Acts 1977 to 2007

There may be a limited number of circumstances whereby Roscommon Fire and Emergency Planning, Building Control and Civil Defence Services rely 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, Roscommon Fire and Emergency Planning, Building Control and Civil Defence Services 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 Roscommon Fire Service is obtained directly from employees, volunteers and applicants (for licences etc.) and from complainants.

9.2 Roscommon Fire and Emergency Planning, Building Control and Civil Defence Services also create personal data as a result of processing activities carried out by the services it provides e.g. building control applications, licence applications.

10.0 How Personal Data is Processed

The processing of personal data by staff within the Roscommon Fire Services Department is generally carried out by Gartan FSi, Tascomi, Agresso and CORE.

All personal data relating to civil defence volunteers is managed within the National Civil Defence Register (database) in accordance with the National Civil Defence Corporate Data Protection policy and guidance document.

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 Roscommon Fire and Emergency Planning, Building Control and Civil Defence Services with third parties are contained in the following tables:

Service/Function	Third Parties with whom Personal Data is Shared
Fire Prevention: <ul style="list-style-type: none">• Licensing Applications• Dangerous Substances Applications• Explosive Stores Registration• Fire Safety Enforcement	<ul style="list-style-type: none">• Public register and public files

Table 11.2	
Service/Function	Third Parties with whom Personal Data is Shared
Provision of Fire Brigades: <ul style="list-style-type: none"> • Fire Charges/Invoices • Human Resources/Staffing • Equipment and Fleet Servicing and Training Providers 	<ul style="list-style-type: none"> • Debt collection agencies • Pre-Hospital Emergency Care Council (PHECC) • An Garda Siochana (Vetting) • External Training Course Providers • Occupational Health Practitioner for service • None

Table 11.3	
Service/Function	Third Parties with whom Personal Data is Shared
Community Fire Safety	<ul style="list-style-type: none"> • None

Table 11.4	
Service/Function	Third Parties with whom Personal Data is Shared
Building Control: <ul style="list-style-type: none"> • Fire Safety Certificates • Commencement Notices 	<ul style="list-style-type: none"> • Public register and public files

Table 11.5	
Service/Function	Third Parties with whom Personal Data is Shared
Major Emergency Management	<ul style="list-style-type: none"> Regional Major Emergency Planning Partners and Emergency Control Call Centre

Table 11.6	
Service/Function	Third Parties with whom Personal Data is Shared
Civil Defence	<ul style="list-style-type: none"> Civil Defence HQ Pre-Hospital Emergency Care Council (PHECC) An Garda Siochana (Vetting)

12.0 Records Retention Policy

Roscommon Fire and Emergency Planning, Building Control and Civil Defence Services 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.