

Comhairle Chontae na Mí

Teach Buvinda, Bóthar Átha Cliath, An Uaimh,
Contae na Mí, C15 Y291

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**Meath County Council**

Buvinda House, Dublin Road, Navan,
Co. Meath, C15 Y291

Tel: 046 – 9097000/Fax: 046 – 9097001

E-mail: customerservice@meathcoco.ie

Web: www.meath.ie

Registration No.: 00172770

Data Protection Privacy Statement for

PLAN020 - Planning Public Counter Management

Who we are and why do we require your information?

Meath County Council seeks to promote the economic, social and cultural development of County Meath and in doing so contribute significantly to improving the quality of life of the people of County Meath. The delivery of high quality services, tailored to meet the needs of all our customers, remains one of Meath 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 Meath, we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, 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 a privacy statement?

Meath County Council has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Meath County Council, we will ensure the security of the data you provide to us. Meath County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Meath County Council's commitment is that the personal data you may be required to supply to us 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.

Data Protection Policy

Meath County Council has a detailed Data Protection Policy which outlines how we as a public body are committed to ensuring the security of any personal data you provide to us.

What is the activity referred to in this Privacy Statement?

The planning counter service is a statutory requirement which allows for the relevant parties and public to participate in the proper development of the lands in Co. Meath eg. buildings, land use, renovations, etc.

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

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Meath County Council [Article 6(1)(e) 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. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

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

The following documentation may be lodged at the public counter for a Planning Application and/or Submission on a Planning File / Development Plan / Part 8 / Pre-Planning Clinic / Payment Details

- (a) Data subject - Name, address, contact number, copy of payment receipt, EFT Payments, cheques, local needs information & supporting documentation which can be an infinite list of documents including, bank statements, birth certificate, baptismal certificate, credit union details, copy of driving licence, copy of passport, etc. * Meath County Council may require supplementary information (ie. other than required on the statutory Planning Application Form), in order to determine whether the application conforms with the County Development Plan (CDP) and may request this on a supplementary "Local Needs" form together with supporting documentation.
- (b) Third parties related to the land - name, address, land ownership, letter of consent from landowner, legal interest in the site
- (c) Third parties - information related to submissions made to the Planning Authority (public and Elected Representatives), may include photographs
- (d) Cover Letter may contain personal data
- (e) Site Notice (may contain phone numbers / email address
- (f) previous planning application may relate to other third parties
- (g) Q7 - person or agent acting on behalf of the applicant
- (h) Q8 - person responsible for drawings preparations
- (i) Q16- Part V (i) where Part V applies calculations & methodology for calculating values of land etc., (ii) where Part V does not apply, an exemption certificate may be lodged on zoned lands and may contain phone numbers / email address of third parties
- (j) Q19- pre-application / pre-planning documents may be submitted as part of the planning application and may contain personal data
- (k) Q24 & Q25- contact details

Medical records and potentially other sensitive data can be processed under the supplementary local need aspect of this activity. This information is not requested, however it may be voluntarily submitted as part of the supporting documentation submitted with the application.

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

- (a) payment details are required to lodge a planning application / submission
- (b) contact details are required for a valid application / submission
- (c) all other information requested on the application form is required to administer the application

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

Meath 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 Meath County Council shall have regard to the security and integrity of the data and will minimise the data shared.

In this activity, the data will be shared with the following recipients:

It is not intended to share this data with any third party entity.

In this activity, if the personal data is to be transferred to a different country, it will be transferred to the following countries (if there are no countries listed, it is not intended to transfer the personal data abroad):

n/a

How long is this personal data held by Meath County Council?

Meath County Council has a detailed record retention policy which goes in to more detail of the time period for which your personal data will be retained by Meath County Council and what will happen to it after the required retention period has expired.

The data processed as part of this activity will be retained for the following period(s):

(a) planning files are kept indefinitely

(b) local needs information is destroyed within 3 months of the final decision by either Meath County Council or An Bord Pleanála.

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

The process they are participating in may be compromised, as sufficient data may not have been submitted e.g. If a third party is making a submission on a planning file and does not give their address, the submission is invalid and they cannot participate in the Appeal process.

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 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 Meath County Council. You also have the right to data portability. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. To exercise these rights, you should contact Meath County Council (Data Controller) at the following address:

email: dataprotection@meathcoco.ie

Data Protection Officer,
Meath County Council,
Buvinda House,
Dublin Road,
Navan,
Co. Meath

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 Meath 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
Contact Data Protection Commissioner at <https://www.dataprotection.ie/en/contact/how-contact-us>
Phone Number: 01 765 0100/1800 437 737

Postal Address:
Data Protection Commissioner
21 Fitzwilliam Square South
Dublin 2
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Ireland