

Data Protection Privacy Statement for

Environmental Services

(This document is for information purposes only)

Who we are and why do we require your information?

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

Leitrim 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 Leitrim Council that we will ensure the security of the data you provide to us. Leitrim County Council creates,



Comhairle Chontae Liatroma
Leitrim County Council

collects, and processes a significant amount of personal data in various multiple formats on a daily basis.

Leitrim 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

Leitrim 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.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We may share your personal data with the following parties in connection with our processing of your personal data:



Comhairle Chontae Liatroma
Leitrim County Council

Service Name:	Purpose/Activity	Type of Data	Lawful Basis for Processing- In accordance with Article 6.1 (c) and/or Article 6.1 (e) of GDPR in conjunction with:	Data Sharing within or outside the Council
Dog Litter Bye Laws	Enforcement of Section 22 of the Litter Pollution Act 1997 & Enforcement of the Byelaws	Identity data, contact, financial data, transaction data, sensitive personal data.	Section 22 of the Litter Pollution Act 1997 as amended	Data sharing within the Council: Payment of litter fines, enquiries with Finance Department and Customer Services. Data is shared within the department in respect of prosecution/enforcement action and is also shared with Veterinary Services under the relevant Legislation.

Intoxicating Liquor Byelaws	Gardaí issue a Fine under the Bye Laws	Identity data, PPSN, contact data, financial data, transaction data, sensitive personal data.	Local Government Act 2001 (Part 19) LCCC (Regulation & Control Of The Consumption Of Intoxicating Liquor In Public Places) Byelaws 2014.	Data sharing within the Council: Data is shared with the Customer Services Department in respect of payment of fines and answering queries.
Prohibition of Advertising Materials Byelaws	Illegal advertising signs leaflet/newspaper distribution	Identity, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Litter Pollution Act 1997, Section 19	Data sharing within the Council: Data is shared with Customer Services Department in respect of payment of fines and answering queries. Data is also shared with the Enforcement Team in respect of Fines/Prosecutions.
Presentation of Waste byelaws	To ensure compliance with byelaws	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Waste Management Act 1996 & 2001 L.G. Act covering byelaws.	Data sharing within the Council: Data is shared with the Customer Services Department in respect of answering queries and the Finance Section for payment of fines.



Comhairle Chontae Liatroma Leitrim County Council

Air Pollution Enforcement	In order to compile Air Pollution Data and to investigate complaints	Identity, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Air Pollution Act, 1987.	Data sharing within the Council: Data is shared with the Customer Services Department in respect of answering queries. Data sharing outside the Council: Data is shared with the E.P.A. WERLA & the Department.
Air Pollution Licences	In order to compile Air Pollution Data and to grant/refuse Air Pollution Licence	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Air Pollution Act, 1987	Data sharing within the Council: Data is shared with the Customer Services Department in respect of receipting payments & answering queries. Data sharing outside the Council: Data is shared with the E.P.A. WERLA and the Department.
Battery Regulations Enforcement	In order to enforce the provisions of the Batteries and Accumulators Regulations SI 283, 2014	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Waste Management Act 1996 as amended SI. 283 of 2014 EU (Batteries & Accumulators) Regulations 2014	Data shared within the Council: Customer Services has access to this information through SUGAR CRM to answer queries, etc. Data regarding environmental investigation is shared within the Environmental Section. Data sharing outside the Council: Data is shared with Waste Enforcement Units in other Local Authorities, The Environmental Protection Agency and Waste Enforcement Regional Lead Authorities (WERLA)
Battery Regulations Authorisations	Contact details for Community Groups/Business - for granting temporary collection points	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. 283 of 2014 (Batteries and Accumulators Regulations)	Data sharing within the Council: Data is shared within the Service Operations Directorate. Data is also shared with the Customer Services Department. Data sharing outside the Council: Data is shared with Community Groups to promote collections points when these occur.

Burning of Agricultural Vegetation	In order to process applications for approval	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	S.I. No. 286/2009 - Waste Management (Prohibition of Waste Disposal By Burning) Regulations 2009 (as amended)	Data sharing within the Council: Data is shared and held by Customer Services on Sugar CRM for enforcement/environmental protection purposes.
Backyard Burning of Waste Enforcement Commercial	Environmental Protection - Enforcement of Legislation	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Waste Management Act 1996 as amended and S.I. No. 286/2009 - Waste Management (Prohibition of Waste Disposal By Burning) Regulations 2009	Data sharing within the Council: Data is shared within the Planning & Environmental Services Department. Data is also shared with the Customer Services Department for enforcement/environmental protection purposes. Data sharing outside the Council: Data is shared with WERLA, EPA, DCCAE.
Backyard Burning of Waste Enforcement Domestic	Enforcement of Waste Management (Prohibition of Waste Disposal by Burning) Regs 2009	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Waste Management Act 1996 as amended and S.I. No. 286/2009 - Waste Management (Prohibition of Waste Disposal By Burning) Regulations 2009	Data sharing within the Council: Data is shared with the Customer Services Department regarding enquiries from the public and the Customer Services Team.



Comhairle Chontae Liatroma Leitrim County Council

Construction and Demolition Waste Enforcement	Contact details for business entities - for Waste Management of Construction and Demolition Waste - prevention of illegal dumping	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Waste Management Act as amended	Data sharing within the Council: Data is shared with the Physical Directorate and the Customer Services Department. Data is also shared with Enforcement and Environmental Services. Data sharing outside the Council: Data is shared with the EPA, WERLA , Public Register
DECO Paints Inspections.	To issue a Certificate of Compliance in relation to the Solvents Regulations 2012 and 2014	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Air Pollution Act, 1987 The European Union (Installations and Activities Using Organic Solvents) Regulations, 2012 and 2014 The European Union (Paints, Varnishes, Vehicle Refinishing Products and Activities) Regulations, 2012 and 2014	Data sharing within the Council: Data is shared with the Customer Services Department to enable them to answer queries. The Finance Department may need information in relation to the payment of fines. In order to answer queries data is also shared within the Department.
DECO Paints Certificate	To issue a Certificate of Compliance in relation to the Solvents Regulations 2012 and 2015	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Air Pollution Act, 1987 The European Union (Installations and Activities Using Organic Solvents) Regulations, 2012 and 2014 The European Union (Paints, Varnishes, Vehicle Refinishing Products and Activities) Regulations, 2012 and 2015	Data sharing outside the Council: In order to answer queries data is shared within the Department. Restricted public register available on the website as required under Regulations. Data sharing within the Council: Data is also shared with Customer Services to enable them to answer queries and the Finance Department for payment of any fines.

Discharge to Sewers Enforcement.	To process Section 16 Discharge to Sewers Licences Applications and forward to Irish Water. Inspection and Audit, Monitoring Reports	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Local Government (Water Pollution) Acts 1977-2007	Data sharing within the Council: Data is shared with Customer Services in relation to discharge to sewers enforcement. Data sharing outside the Council: Data is shared with Irish Water.
Discharge to Sewers Inspections	To process Section 16 Discharge to Sewers Licences Applications and forward to Irish Water. Inspection and Audit, Monitoring Reports	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Local Government (Water Pollution) Acts 1977-2008	Data sharing within the Council: Payment of fees & queries dealt with by Customer Services & Finance Sections. Data sharing outside the Council: Personal Data is shared with Irish Water.
Discharge to Sewers Licence	To process Section 16 Discharge to Sewers Licences Applications and forward to Irish Water. Inspection and Audit, Monitoring Reports	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Local Government (Water Pollution) Acts 1977-2009	Data sharing outside the Council: Personal Data is shared with Irish Water.



Comhairle Chontae Liatroma Leitrim County Council

Discharge to Waters Enforcement.	To process application and issue Licence to Discharge to Waters (Section 4's). Inspections, Audits, Monitoring Results	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Local Government (Water Pollution) Acts, 1977 - 2007	Data sharing within the Council: Data is shared with Customer Services - answer queries & Finance Department for payment of fees.
Discharge to Waters Inspections	To process application and issue Licence to Discharge to Waters (Section 4's). Inspections, Audits, Monitoring Results	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Local Government (Water Pollution) Acts, 1977 - 2008	Data sharing within the Council: Data is shared with Customer Services - answer queries & Finance Department for payment of fees.
Discharge to Waters Licence	To process application and issue Licence to Discharge to Waters (Section 4's). Inspections, Audits, Monitoring Results	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	(Water Pollution) Acts, 1977 - 2009	Data sharing within the Council: Data is shared with Customer Services and Finance Departments. Data sharing outside the Council: EPA - may have queries.

End of Life Vehicles (ELV) Regulations Enforcement	Enforcement of Environmental Protection Legislation	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Waste Management Act, 1996 as amended & S.I. No. 281/2014 - European Union (End of Life Vehicles) Regulations 2014	Data sharing within the Council: Data is shared with Customer Services & Finance Departments for payment of fees and answering queries. Data sharing outside the Council: Data is shared with WERLA, EPA & Department.
Farm Plastic Regulations Enforcement	Environmental Enforcement	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	1996 Waste Management Act (as amended) & S.I. No. 341/2001 - Waste Management (Farm Plastics) Regulations, 2001 (as amended)	Data sharing within the Council: Data is shared with Environmental Enforcement within the Environmental Services Section. Data is shared within the Physical Development Directorate and the Customer Services Department for the purposes of enforcement and answering queries. Data sharing outside the Council: Under Data Protection Act - Waste Management Act & S.I. No. 341/2001 - Waste Management (Farm Plastics) Regulations, 2001 Public Registers are made available.
Farm Plastic Regulations Authorizations	Environmental Enforcement	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Waste Management Act as amended & S.I. No. 341/2001 - Waste Management (Farm Plastics) Regulations, 2001	Data sharing within the Council: Data is shared within the Physical Development Directorate and data is shared with Environmental Enforcement within the Environmental Services Section.



Comhairle Chontae Liatroma Leitrim County Council

Hazardous Waste Management Enforcement	Environmental Enforcement	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Waste Management Act 1996 (as amended) & S.I. No. 324/2011 - European Communities (Shipments of Hazardous Waste exclusively within Ireland) Regulations 2011	Data sharing within the Council: Data is shared within the Environmental Services Department. Data is shared with the Physical Development Directorate. Data sharing outside the Council: Under Data Protection Acts - Register Regulations 1997 data is shared with the public, our law agents, WERLA, EPA and DCCA
Household Waste Disposal Survey	To ascertain the refuse collection arrangements of householders	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Waste Management Act 1996 - Section 18	Data sharing within the Council: Data is shared with the Customer Service Department regarding customer queries and with the Housing Department regarding council stock, refuse collection arrangements. Data is also shared with the Enforcement Team.
Landfill Levy Regulations Enforcement	Environmental Enforcement	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Waste Management Act as amended & S.I. No. 189 of 2015 WASTE MANAGEMENT (LANDFILL LEVY) REGULATIONS 2015	Data sharing within the Council: Data is shared with the Physical Development Directorate and data is shared with Environmental Enforcement. Data sharing outside the Council: Under S.I. No. 189 of 2015 WASTE MANAGEMENT (LANDFILL LEVY) REGULATIONS 2015 and Waste Management Act 1996 (as amended) data is shared with DCCA, WERLA and the EPA.

Litter Regulations Enforcement	To ensure compliance with litter Pollution Act 1997 as amended	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Litter pollution Act 1997 as amended	Data sharing within the Council: Data is shared with the Customer Services Department to answer customer queries and with the Finance Department in relation to fine payments.
Noise Nuisance Enforcement	In order to investigate complaint and to monitor noise nuisance	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	E.P.A. Act, 1992 Noise Regulations, 1994	Data sharing within the Council: To answer customer queries data is shared with the Customer Services Department. For operational reasons data is shared within the Department. Data sharing outside the Council: E.P.A. - Queries.
Packaging Regulations Enforcement	Environmental Enforcement	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Waste Management Act and S.I. No. 282/2014 - European Union (Packaging) Regulations 2014	Data sharing within the Council: Data is shared with the Physical Development Directorate. Data is shared with Environmental Enforcement. Data sharing outside the Council: Under S.I. No. 282/2014 - European Union (Packaging) Regulations 2014 - Waste Management Act 1996 S.I. No. 282/2014 - European Union (Packaging) Regulations 2014 & Waste Management Act 1996 data is shared with WERLA, EPA, and Dept. of Climate Action.



Comhairle Chontae Liatroma Leitrim County Council

Packaging Regulations Authorisations	Environmental Enforcement	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 282/2014 - European Union (Packaging) Regulations 2014 - Waste Management Act 1996 (as amended)	Data sharing within the Council: Data is shared with the Physical Development Directorate. Data is also shared with Environmental Enforcement within the Environment Section. Data sharing outside the Council: Under S.I. No. 282/2014 - European Union (Packaging) Regulations 2014 data is shared with the public, WERLA and the EPA.
Public Health Enforcement	In order to investigate complaint and to monitor alleged public health nuisance	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Public Health Ireland Act, 1878	Data sharing within the Council: Data is shared with the Customer Services Department to enable them to answer customer queries. Cross Department implications with housing, domestic waste team. Data sharing outside the Council: Data is also shared with HSE.
Plastic Bag Levy Enforcement	Environmental Enforcement	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Waste Management (Environmental Levy) (Plastic Bag) Regulations, 2001 & 1996 Waste Management Act as amended	Data sharing within the Council: Data is shared with the Physical Development Directorate and Customer Services. Data is shared with Environmental Enforcement within the Environment Services Department. Data sharing outside the Council: Under the Data Protection Act data is shared with WERLA, EPA, DCCAE, Law Agents and members of the public.

Water Pollution Enforcement	It is often necessary to verify identities of alleged offenders and to confirm land ownership details	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Water Pollution Acts, 1977 - 2007	Data sharing within the Council: Data is shared across relevant departments and also with Customer Services to answer queries. Data sharing outside the Council: Also share data externally with SEAPT.
Sewage Sludge Regulations Enforcement	Enforcement of Environmental Protection Legislation i.e. S.I. No. 32/2010 - Waste Management (Registration of Sewage Sludge Facility) Regulations 2010	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 32/2010 - Waste Management (Registration of Sewage Sludge Facility) Regulations 2010 & Waste Management Act (as amended)	Data sharing within the Council: Data is shared with Environmental Services, Protection, Physical Directorate and Operations & Maintenance Department. Data sharing outside the Council: EPA, WRLA & Department
Sewage Sludge Regulations Authorisations	Environmental Protection Legislation	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 32/2010 - Waste Management (Registration of Sewage Sludge Facility) Regulations 2010 & Waste Management Act as amended	Data sharing within the Council: Due to the structure of Operating Model, records are shared with the Physical Development Directorate. Environmental Protection within Service Operations shares data with Environmental Services, Planning Services & Infrastructure. Data sharing outside the Council: Under S.I. No. 32/2010 - Waste Management (Registration of Sewage Sludge Facility) Regulations 2010 & S.I. No. Waste Management Act 1996 as amended data is shared with WERLA, EPA, Legal and Court Staff.



Comhairle Chontae Liatroma Leitrim County Council

Solid Fuel Regulations Enforcement	It is often necessary to verify identities of alleged offenders and to confirm land ownership details	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 326/2012 - Air Pollution Act (Marketing, Sale, Distribution and Burning of Specified Fuels) Regulations 2012.	Data sharing within the Council: Cross Department sharing. Data is shared with Customer Services to answer queries. Data sharing outside the Council: EPA, Department & other Local Authorities if cross boundary issues.
Septic Tank Inspections Septic Tank Grants	For the purpose of Septic Tank Inspections and Grants Applications	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Water Services Act, 2007 - 2013 Water Services (Amendment) Act, 2012 and associated regulations Domestic Waste Water Treatment Systems (Financial Assistance) Regulations 2013 (S.I. No. 222 of 2013)	Data sharing within the Council: Data is shared with the Finance Department within LCCC in respect of processing DWWTS (Septic Tank) Grants and Recoupment of same from the Department. Customer Services reply to queries. Data sharing outside the Council: Data is shared with the EPA & Department.
Waste Tyre Enforcement	Enforcement of Waste Tyre Regulations	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 664/2007 - Waste Management (Tyres and Waste Tyres) Regulations 2007 & Waste Management Act 1996 (as amended)	Data sharing within the Council: Data is shared with the Physical Development Directorate, Environmental Protection Air/Noise/Water Team & Domestic Waste & Litter teams. Data sharing outside the Council: Under S.I. No. 664/2007 - Waste Management (Tyres and Waste Tyres) Regulations 2007 & S.I. no 10/1996 Waste Management Act (as amended) S.I. No. 664/2007 - Waste Management (Tyres and Waste Tyres) Regulations 2007 & S.I. No 10/1996 Waste Management Act (as amended) data is shared with WERLA, EPA, Legal Team, Court Service & the public.

Organic Solvents (VOC) Inspections. Organic Solvents (VOC) Certification	Issuing of Certificates of Compliance. Monitoring of Compliance.	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 565/2012 - European Union (Installations and Activities Using Organic Solvents) Regulations 2012.	Data sharing within the Council: Data is shared across the environment department, share with Customer Services to answer queries, Finance to pay fees. Data sharing outside the Council: Data is shared with EPA, Department if requested.
Waste Collection Permits Enforcement	Enforcement of Environmental Protection Legislation	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. 820 of 2007 Waste collection Permit Regulations (as amended) & W M A 1996 (as amended)	Data sharing within the Council: Data is shared with the Physical Development Directorate. Within the department data is shared with Environmental Protection, Domestic Waste & Litter Team and Air Noise & Water Team. Data sharing outside the Council: In accordance with The Waste Management (Collection Permit) Regulations 2007 (S.I. 820 of 2007) & S.I. 10 Waste Management Act 1996 (as amended) The Waste Management (Collection Permit) Regulations 2007 (S.I. 820 of 2007) & Waste Management Act 1996 (as amended) data is shared with WERLA, EPA, Legal Team, Court Service.
Waste Disposal Bag Permit	Issue a permit to dispose of h/hold waste in "green" bags	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Waste Management Act 1996	Data sharing within the Council: Data is shared with Customer Services in order to enable them to answer customer queries.



Comhairle Chontae Liatroma Leitrim County Council

WEEE (Electrical and Electronic Goods) Regulations Enforcement	In order to enforce Environmental Protection Legislation	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 149/2014 - European Union (Waste Electrical and Electronic Equipment) Regulations 2014 - S.I. No 27 of 1972 EUROPEAN COMMUNITIES ACT, 1972	Data sharing within the Council: Data is shared with the Physical Development Directorate. Data is shared between Environmental Protection, Planning and Environmental Services Department & Operations & Maintenance Services. Data sharing outside the Council: WERLA, EPA & Department.
WEEE Regulations Authorisations	Granting authorisations in order to protect the Environment	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 149/2014 - European Union (Waste Electrical and Electronic Equipment) Regulations 2014 - S.I. No 27 of 1972 EUROPEAN COMMUNITIES ACT, 1972	Data sharing within the Council: Data is shared with the Physical Development Directorate. Data is shared between Environmental Protection, Planning and Environmental Services Department & Operations & Maintenance Services. Data sharing outside the Council: WERLA, EPA & Department.
WEEE Regulations Authorisations	Environmental Protection - issue of authorisations	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 283/2014 - European Union (Batteries and Accumulators) Regulations 2014	Data sharing within the Council: Data is shared with the Physical Development Directorate and Community Development Directorate (Environmental Awareness Officer). Data is shared with Environmental Protection within Planning & Environmental Services. Data sharing outside the Council : Data is shared with WERLA and the EPA - only if requested, not a common occurrence.

Extractive industries (Quarries) Waste Management	Environmental Protection	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 566/2009 - Waste Management (Management of Waste From the Extractive Industries) Regulations 2009 & S.I. no 27 European Communities Act, 1972	Data sharing within the Council: Environmental Protection Economic Development & Customer Services Department. Environmental protection within Planning & Environmental Services. Data sharing outside the Council: EPA/WERLA & Department.
Waste Food Enforcement	Environmental Protection	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 508/2009 - Waste Management (Food Waste) Regulations 2009 & S.I. No 6 Waste Management Act 1996 (as amended)	Data sharing within the Council: Data is shared with Planning & Environmental Services, Customer Services, Domestic Waste Enforcement Teams. Data sharing outside the Council: WERLA, EPA & Department.
Waste Facility Permits and Registrations Enforcement	Environmental Protection - enforcement of authorisation	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 821/2007 - Waste Management (Facility Permit and Registration) Regulations 2007 & Waste Management Act 1996 (as amended)	Data sharing within the Council: Data is shared within Planning & Environmental Services, Domestic Waste Enforcement Teams & with the Customer Services Department. Data sharing outside the Council: WERLA, EPA & Department.



Comhairle Chontae Liatroma Leitrim County Council

Waste Collection Permits	Environmental Protection	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 820/2007 - Waste Management (Collection Permit) Regulations 2007 & Waste Management Act 1996 as amended	Data sharing within the Council: Data is shared with the Physical Development Directorate. Data is shared between Environmental Protection, Domestic Waste & Litter, Air/Noise & Water Teams & Customer Service. Data sharing outside the Council: NWCPD, WERLA, EPA.
Waste Legislation Enforcements	Environmental Protection	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Waste Management Act 1996 (as amended)	Data sharing within the Council: Data is shared with the Physical Development Directorate & Service Operations Section & Customer Services. Within the Department, data is shared with Domestic Waste & Litter Teams - Air/Noise/Water Team as required. Data sharing outside the Council: WERLA/EPA and NWCPD & Department.
Waste Facility Permits	Environmental Protection	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. 820 of 2007 (as amended) & (as amended)	Data sharing within the Council: Data is shared with the Physical Development Directorate & Customer Services. Air/Noise/Water Pollution Team/ Domestic Waste & Litter Team. Data sharing outside the Council: NWCPD, WERLA and the EPA & Department

Abandoned Vehicles Removal	Correspondence in relation to abandoned vehicles in public places	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Waste Management Acts 1996 , Section 71 as amended	Data sharing within the Council: Data is shared with the Customer Services Department in order to enable them to answer customer queries.
Historic Landfills Maintenance	Environmental Protection	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	S.I. No. 524 of 2008 WASTE MANAGEMENT (CERTIFICATION OF HISTORIC UNLICENCED WASTE DISPOSAL AND RECOVERY ACTIVITY) REGULATIONS 2008 & Waste Management Act 1996 (as amended)	Data sharing within the Council: Data is shared between Environmental Protection Air/Noise/Water & Domestic Waste & Litter Teams. Data sharing outside the Council: WERLA, EPA, Department.
Litter Fines Collection	To issue a fine & follow up under the litter pollution Act 1997 as amended	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Litter Pollution Act 1997 as amended	Data sharing within the Council: Data is shared with the Finance Department in respect of payment of fines and the Customer Services Department to enable them to answer customer queries. Data sharing outside the Council: Overall Statistics: fines issued/collected but no personal data shared to Department.



Comhairle Chontae Liatroma Leitrim County Council

Landfills Operation	Maintenance & aftercare. Payment at transfer station, waste stats	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	performance of waste licence issued by EPA, weighbridge recording of weight	Data sharing within the Council: Data is shared with the Physical Development Directorate, Finance Department in respect of payment records for invoices, Environmental Services Teams - Domestic Waste & Litter, Air/Noise and Water Pollution. Data sharing outside the Council: WERLA, Department & EPA.
Planning Report - Environment	Planning Report - Environmental impact, issues, comments, notes, monitoring. Septic Tank or DWWTs systems on site etc.	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Water Pollution Acts 1977-2007 Planning and Development Acts, as amended	Data sharing within the Council: Data is shared within the section. Reports go on planning application files.
Dangerous Structures and Places Enforcement	To compile the Dangerous Structures Register. To issue Notices, Initiate legal proceedings	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Local Government (Sanitary Services) Act, 1964	Data sharing within the Council: Data is shared with Derelict Sites, Customer Services, Rates (Finance), and Housing to further investigations. Data sharing outside the Council: Data is shared with Revenue and Customs, Social Welfare Consolidation Act, 2005, Department.

Dangerous Buildings and Places Control	To compile the Dangerous Structures Register. To issue notices and legal proceedings	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data.	Local Government (Sanitary Services) Act, 1964	Data sharing within the Council: Data is shared with Derelict Sites, Customer Services, Rates (Finance) & Housing to further investigations & provide information to other sections, Derelict Sites Section, Rates (Finance), Housing. Data sharing outside the Council: Data is shared with Revenue & Customs - Social Welfare Consolidation Act, 2005 and the Department.
--	--	--	--	---

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

The personal data you may be required to supply to the Council, or may be collected through other sources (i.e. investigations by Council Staff; information from other third parties or agents acting on your behalf) are outlined in the above table under Type of Data.



Comhairle Chontae Liatroma
Leitrim County Council

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

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

Records are retained as per the National Retention Policy for Local Authority Records. Click below for further details:

<https://www.lgma.ie/en/publications/corporate/national-retention-policy-for-local-authority.pdf>

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

The Council will not be in a position to provide Environmental Services in accordance with the aforementioned legislation.

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 Leitrim 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 Leitrim County Council (Data Protection Officer) using either of the below contact methods:

email: dpo@leitrimcoco.ie

or by calling 071-9620005



**Comhairle Chontae Liatroma
Leitrim County Council**

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 Leitrim 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 or you can contact their office at:

Lo Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address:

Data Protection Commissioner

Canal House, Station Road, Portarlinton. Co. Laois. R32 AP23



**Comhairle Chontae Liatroma
Leitrim County Council**