



# Comhairle Chontae Liatroma Leitrim County Council

PRIVACY STATEMENT for

## Rural Water Services Section

### Who are we?

Leitrim County Council (the Council) is the democratically elected unit of Local Government in County Leitrim and is responsible for providing a range of services to meet the economic, social and cultural needs of the people of our County. In order to provide the most effective and targeted services to meet the needs of the citizens, communities and businesses of County Leitrim we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, information sought may include 'personal data' as defined by the Data Protection Acts and 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 or to carry out functions in the public interest.

### Why do we have a Privacy Statement?

This privacy statement has been created to demonstrate the Council's commitment to you that personal data which you may be required to supply to us, to enable us to provide services, is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, identified and legitimate purposes
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
- Is collected and processed accurately and kept up to date (where necessary)
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy at [http://leitrimcoco.ie/eng/Your-Council/Data\\_Protection\\_FOI/Privacy/Leitrim-County-Council-Privacy-Policy.html](http://leitrimcoco.ie/eng/Your-Council/Data_Protection_FOI/Privacy/Leitrim-County-Council-Privacy-Policy.html)

You can request a hard copy at 071 9620005.



# **Comhairle Chontae Liatroma Leitrim County Council**

## **What is the activity referred to in this Privacy Statement?**

- Processing Well Grant Applications
- Processing of Group Water Scheme Subsidies
- Recording and dealing with complaints and queries
- Processing of Group Water Scheme & Group Sewerage Capital Grants
- Recording of water quality results for Group Water Schemes

## **What is the basis for making the processing of this personal data 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 Leitrim County Council in accordance with Article 6(1)(e) of the General Data Protection Regulation, 2016. Specifically, the lawful basis for the procedures is listed below

- European Communities (Water Policy) Regulations 2003 (SI No. 722 of 2003)
- Data Protection Act, 2018, Section 71(2)(b)
- The European Communities Drinking Water No 2 Regulations & Drinking Water Directive (Directive 98/83/EC)
- Housing (Private Water Supply Financial Assistance) Regulations 2020 (SI No. 192 of 2020) & Water Services Act 2007 - SI No 122 EU (Drinking Water) Regs 2014 & SI no 464 EU Drinking Water Amendment Regulations 2017
- Section 66(3) and 67(2) of the Local Government Act 2001

## **What categories of personal data is held by Leitrim County Council**

Details of persons availing of well grants, details of group scheme members where the group scheme apply for subsidy payments or grants to upgrade the scheme, details of water



# Comhairle Chontae Liatroma Leitrim County Council

quality results etc.,. Personal data includes names, addresses, e-mail, phone number, PPSN No, Bank Header details, eir-codes (see table below for more detail).

Function / Activity	Purpose of processing	Type of Data	Is the data shared? Categories of recipients (Public, Internal, Other State Bodies, Legal Agents, Courts, None)	Lawful basis for processing personal data
Well Grants	Well Grants Application form	Name, Address, e-mail address, Telephone Number, PPSN no., Bank Header details and TCC for companies carrying out the work	Internally	Housing (Private Water Supply Financial Assistance) Regulations 2020 (SI No. 192 of 2020).
Group Water Scheme	Applications by GWS for Group Scheme Subsidies	Names and address of members, eircodes, expenses incurred by the GWS, bank details, TCC for GWS, PPSN no	Internally	European Communities (Water Policy) Regulations 2003 (SI No. 722 of 2003)
Group Water Scheme	Capital Grants for upgrade works to the scheme	GWS Name, address, e-mail address, eircode, bank details, TCC, company TCC, company insurance policy and name and address of contractor carrying out works for GWS	Internally	European Communities (Water Policy) Regulations 2003 (SI No. 722 of 2003)
Group Water & Sewerage Schemes	Contact details and list of members of Group water and sewerage schemes	Names and address of members on the scheme together with Eircodes and phone numbers if provided	Internally	European Communities (Water Policy) Regulations 2003 (SI No. 722 of 2003)
Water Quality Results	Water Quality Results	Names, addresses, eircodes of houses tested under the GWS monitoring programme	Internally	The European Communities Drinking Water No 2 Regulations & Drinking Water Directive (Directive 98/83/EC)
Customer complaints & general queries	Customer complaints & general queries	Name, Address, Telephone number, email	Internally	Data Protection Act, 2018, Section 71(2)(b)

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

The 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 the Council shall have regard to your rights, to the security and integrity of the data and will minimise the data shared.

Data is **NOT** transferred to another country.

## How long is my data kept for?

The Council has a detailed record retention policy which outlines time periods for which



# Comhairle Chontae Liatroma Leitrim County Council

your personal data will be retained and what will happen to it after the required retention period has expired. A copy of Record Retention Policy can be accessed via the following link:

[http://www.leitrimcoco.ie/eng/your-council/data\\_protection\\_foi/privacy/records-retention-schedules.html](http://www.leitrimcoco.ie/eng/your-council/data_protection_foi/privacy/records-retention-schedules.html)

## Do you need to update your records?

Leitrim County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date.

In addition, if the data held by us is found to be inaccurate you have the right to rectify/correct this.

If you find that personal data we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by:

**Writing to us at:** Leitrim County Council, Áras an Chontae, Carrick-on-Shannon, Co. Leitrim. N41PF67

Emailing us at [customerservices@leitrimcoco.ie](mailto:customerservices@leitrimcoco.ie)

When making a request to update your record please provide evidence to support this - for example a copy of a document containing your new address – utility (Gas, Electricity, Phone) bill etc.

## Your rights:

You have the right to obtain confirmation as to whether data concerning you exists, to request access to personal data held about you, to be informed of the content and source of data and check its accuracy.

If the data held by us is found to be inaccurate you have the right to rectify/correct this – see above on how to update your records.

You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Council. You also have the right to data portability where technically feasible.

Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.

To exercise these rights please contact us.

## Leitrim County Council – Data Protection Officer

Phone	071 9620005
-------	-------------



# Comhairle Chontae Liatroma Leitrim County Council

**E-mail** [dpo@Leitrimcoco.ie](mailto:dpo@Leitrimcoco.ie)

**Postal Address** Áras an Chontae,  
Carrick-on-Shannon,  
Co Leitrim. N41 PF67.

## Right of Complaint to the Data Protection Commissioner

If you are not satisfied with the outcome of the response received by the Council 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](http://www.dataprotection.ie) or you can contact their Office at:

**Lo Call Number** 1890 252 231

**E-mail** [info@dataprotection.ie](mailto:info@dataprotection.ie)

**Postal Address** Data Protection Commissioner,  
21 Fitzwilliam Square South,  
Dublin2. D02 RD28

## Changes to Privacy Statement

We may make changes to this Statement. If we make any changes they will be posted on this page, and we will change the "Last Updated" date below.

**LAST UPDATED ON:** 5<sup>th</sup> May 2022

**TO BE REVIEWED:** May 2023