



# KILKENNY COUNTY COUNCIL

## Data Privacy Statement – Kilkenny County Council

### Traffic Section – Parking fines appeals process

#### Who we are and why do we require your information?

Kilkenny County Council is the democratically elected organisation whose principal function is to provide a broad range of services in areas such as Housing, Roads & Transportation, Flood Prevention, Water Services, Economic Development & Tourism, Planning & Conservation, Environmental Protection, Heritage & the Arts, Library Services, Community & Culture, Amenity, Sport & Recreation, Fire Services, Energy, Older People & Age Friendly, Children & Younger People, Financial Management & Customer Services development.

In performing its functions, Kilkenny County Council is required to collect and process significant amounts of "personal data" within the meaning of the General Data Protection Regulations [GDPR] and of the Data Protection Acts 1988 to 2018. The Council respects the privacy rights of those whose personal data we process and we are conscious of our obligations under the Data Protection Acts.

**The purpose of this Privacy Notice is to determine if the quashing of a parking fine is warranted based on certain circumstances.**

#### Why do we have a privacy statement?

Kilkenny 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 our Traffic Department that we will ensure the security of the data you provide to us.

Kilkenny County Council's commitment to you 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

Kilkenny County Council has a detailed Data Protection Policy which goes into more detail on how we are committed to ensuring the security of any personal data, available [here](#)

## **Contact Details**

In order to communicate with you, contact details will be requested of you. 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 information.

### **What personal data do we need for this activity?**

- Details of the offence, including Vehicle registration number, photo of offence, offence type, individual fine/traffic warden number and signature.
- Appeal application data: notice number, vehicle registration number, name, address, phone number, extra information you provide as part of your appeal this may include, medical information, name and address of a nominated driver, mechanic report, etc
- Historic fine information: owner history, traffic warden's comments/ reports.

### **This personal information will be used for the following purpose(s);**

- Contact details are required to communicate with the appellant
- Historical fine information and the appellant's submitted appeal information are required to assess the application
- All other information requested / submitted are required to administer the application e.g. cover letter, vehicle ownership, etc.

## **Sharing Information**

The Council may share your information in accordance with statutory and regulatory obligations. In addition, the Council may share your information internally (within the council) and with our solicitors where necessary.

## **Legal and Regulatory Obligations**

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Kilkenny County Council.  
Article 6(1)(e) of the General Data Protection Regulations 2016

## **Records Retention Policy**

Kilkenny County Council 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](#):

## **Your Data Protection 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 Kilkenny County Council. 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. 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, you should contact Kilkenny County Council (Data Controller), Contact Details are as follows:

**Phone Number:** +353 56 7794277  
**E-mail:** [dataprotection@kilkennycoco.ie](mailto:dataprotection@kilkennycoco.ie)  
**Website:** [www.Kilkennycoco.ie](http://www.Kilkennycoco.ie)  
**Postal Address:** Kilkenny County council, County Hall, John Street, Kilkenny R95 A39T

### **Right to Complain to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you received from Kilkenny 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](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, Canal House, Station Road  
Portarlinton, Co. Laois. R32 AP23

### **Review**

This statement will be reviewed regularly in light of any legislative or other relevant indicator

**18-09-2020**