



# KILKENNY COUNTY COUNCIL

## Draft Data Privacy Statement – Kilkenny County Council

### Environment Section – Food Waste Regulations

#### 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 including 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 confirm that the details we collect via this online survey is for the purpose of promoting the segregation and recovery of food waste arising in the commercial sector and to reduce disposal to landfill. A key requirement of the Food Waste Regulations is that food waste from commercial premises must be kept separate from other waste. This online survey will help to illustrate your compliance under the Food Waste Regulations.

#### 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 Environment Department that we will ensure the security of the data you provide to us.

Kilkenny County Council collects and processes a significant amount of personal data in various multiple formats on a daily basis. 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; and
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

For full details of the collection, processing and sharing of your personal data by us and your rights in this regard, please see our full Privacy Statement on the website [here](#)

## **Data protection Policy**

Kilkenny 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 and is [here](#)

## **What personal data do we need?**

The types of information you will be asked to supply can be categorised as follows:

- Contact details to allow for efficient communication;
- Details of segregation of waste;
- Type of Premises;
- Details of your authorised waste collector;
- Documentary evidence of collection by a registered waste collector;
- Where waste is disposed of on-site documentary evidence of compliance i.e. Trade Effluent Discharge Licence; and
- Details of grease trap oil disposal including maintenance records.

The types of personal data applicants may be required to furnish include the following data:

- Eircode;
- Name;
- phone number;
- email address.

Further information and application forms can be accessed through the following [link](#):

## **Sharing Information**

The Council may share your information internally (within the Council). The Council may also share your information with third parties in accordance with statutory and regulatory obligations. Where this is required, Kilkenny County Council shall have regard to the security and integrity of the data and will minimise the data shared. The staff of the Environment Section may under legislation, share, request or obtain information with or from the following bodies:

- HSE;
- Water Services;
- Our Solicitors.

## **Legal and Regulatory Obligations**

We process this data under Article 6(1) (c) (e) GDPR to comply with our legal obligation. The particular legal basis and for processing personal data are included in;

- Waste Management (Food Waste) Regulations 2009 S.I. No: 508 of [2009](#)
- Waste Management Acts 1996 (as amended)

## **Records Retention Policy**

Kilkenny County Council has adopted The National Retention Policy. These policies outline the timeframe for which your personal data will be retained by the Council and what will happen to it after the required retention period has expired. The retention period for this activity will be 2 years unless the information is required in connection with a legal case. Updated policies will be published, when available, on the Council's website [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 the full details requested makes it easier for us to communicate with you.

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 will happen if the requested personal data is not provided?

If you do not provide the requested data, then it may be the case that Kilkenny County Council is forced to take enforcement action against you.

## 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:

<b>Phone Number:</b>	+353 56 7794277
<b>E-mail:</b>	dataprotection@kilkennycoco.ie
<b>Website:</b>	www.Kilkennycoco.ie
<b>Postal Address:</b>	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 receive 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:

<b>Lo Call Number:</b>	1890 252 231
<b>E-mail:</b>	Info@dataprotection.ie
<b>Postal Address:</b>	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 indicators.