



KILKENNY COUNTY COUNCIL

Resident Parking Permits – Privacy Statement

Data Protection Acts 1988 -2018 (as amended) and the General Data Protection Regulations (GDPR)

Resident Parking Permits Data Subject Notification

Background

The purpose of this Statement is to set out some information regarding the collection and processing of your information by Kilkenny County Council. During our activities we will collect, store and process personal data about our customers. Kilkenny County Council is the data controller in respect of this data.

Kilkenny County Council, collects and processes a significant amount of 'personal data' and 'sensitive personal data' in various multiple formats daily. Our commitment is to ensure that the personal data supplied is:

- Obtained lawfully, fairly and in a transparent manner
- Collected for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
- Recorded, stored accurately and where necessary kept up to date
- Kept for no longer that is necessary, and, in a form, which permits identification of the data subject
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing of the data.

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 Notice on the website https://www.kilkennycoco.ie/eng/Privacy/Privacy_Policy.html

What data we collect and process

The types of personal data that we will collect, and process includes

- Name and address of applicant

- Proof of address for e.g. utility bill/bank statement
- Vehicle Registration Certificate with registration number and address on permit application
- Car Insurance certificate with registration number and address on permit application
- Valid Driving Licence
- Lease/Tenancy agreement **OR** proof of property ownership

We do not request sensitive / special category personal data but this may be supplied as part of the application process.

Why do we collect this personal data?

We collect and process this information in order to manage and administer the relationship between you and us for the purpose of processing your resident parking permit application

Lawfulness of processing

- We process this personal data under Article 6(1)(e) GDPR and
- in the exercise of official authority vested in us under the Road Traffic (Traffic & Parking) Regulations 1997 and Kilkenny County Council's (Parking Control) Bye-Laws 2012

Sharing of Personal Data

Kilkenny County Council may share personal data submitted as part of your application with other third parties where required to do so by law. Where this is required Kilkenny County Council shall have regard to the security and integrity of the data and will minimise the data shared. Your data is shared internally within the Traffic Department of Kilkenny County Council and for audit purposes by both the Local Government Auditor and the County Council's internal auditor. Kilkenny County Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR.

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. Updated policies will be published, when available, on the Council's website at https://www.kilkennycoco.ie/eng/Your_Council/Data-Protection/National-Retention-Policy.pdf

Contact Details

If you have any questions regarding our processing of your Personal Data, our Data Protection Officer can be contacted

email: dataprotection@kilkennycoco.ie

phone: 056-7794277

Postal Address: Kilkenny County Council, County Hall, John Street, Kilkenny. R95 A39T

Review

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

Dated: 21/10/2019