



KILKENNY COUNTY COUNCIL

Data Privacy Statement – Kilkenny County Council

Fire and Rescue Services

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.

Purpose of the Privacy Statement

The purpose of this privacy statement for our Fire Authority is to describe in clear and concise terms the types of Personal Data we require to effectively deal with individuals, why we need it and how it will be used. It also outlines the rights of individuals under data protection legislation.

Scope

This Statement applies to the personal data processed by Kilkenny Fire Authority in both physical and electronic form for Fire Charges, Fire Complaints and Fire Prevention and Building Control.

Why do we have a privacy statement?

Kilkenny County Council has created this privacy statement to demonstrate our firm commitment to privacy and to assure you that in all your dealings with the Fire Authority of Kilkenny County Council 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

- 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 as a public body are committed to ensuring the security of any personal data you provide to us available [here](#)

What personal data do we need?

The types of processing Activities undertaken include,

- Emergency Call outs
- Issuing Fire Charges
- Processing of Application Forms, (FSC), Building Control
- Payroll for Fire Fighters
- Travel and Subsistence payments
- CCTV
- Requests under FOI, Data Protection, AIE, Ombudsman
- Home Fire Safety Visits
- Incident Report Forms
- Hydrant Checklist Forms
- Record of Public viewing of FSC
- Setting up Suppliers- Finance
- Pre Incident Planning
- Dangerous Substances Legislation
- Intoxicating Liquor licences

The types of personal data you may be asked to supply can be categorised as follows,

Fire Charges

- Name & address
- Date of Birth
- PPS number
- Phone number
- Source(s) of Income and Amount
- Nature of Social Welfare payments received
- Certification by Social Welfare Office of applicant's:
- Type of Benefit(s) and amount(s) received
 - living alone status and whether applicant is in receipt of a Living Alone Allowance
 - Certification by Employer of applicant's:
 - Position held
 - Weekly Wage/Salary
- Personal contact details such as name, title, addresses, telephone numbers

Other Household Members

- Name
- Age
- Relationship to Applicant
- Occupation
- Employer

- Weekly Income

Fire Complaints

- Name & address
- Phone number
- Email address

Fire Prevention

- Name and personal details of the applicant for the Licence
- Name and personal details of the home fire safety visit
- Name and personal details of the key holders , contacts and owners of buildings for a pre incident plan
- Name and personal details of the key holders , contacts and owners of buildings for an external emergency plan
- Name and personal details of staff and the key holders , contacts and owners of buildings for the major emergency plan

Processing Applications

- Name and personal details of payment to suppliers
- Name and personal details of the applicant for the fire safety certificate
- Name and personal details of the applicant for recruitment/ promotions

Payroll for Fire Fighters

- Name and personal details of all staff
- Training records of staff

Ambulatory Casualty report Forms

- Name and personal Details of the applicant of the Casualty

Sharing Information

The Council may share your information internally (within the Council) in accordance with statutory obligations. In addition, the Council may share your information with third parties in accordance with statutory and regulatory obligations. Where this is required the Council shall have regard to the security and integrity of the data and will minimise the data shared.

The Fire Authority may request, and obtain from, or share information with the following bodies as appropriate:

- Another Fire Authority
- An Garda Síochána
- The Courts Service
- The Department of Employment Affairs and Social Protection
- The Health Service Executive (HSE)
- Eastern Region Control Centre [Dublin City Council]
- Department of Transport, Tourism and Sport - Driver and Vehicle Computer Services Division

- Department of Housing, Planning and Local Government
- Other third-party processors in order to perform our duties.
- Uisce Eireann

Legal and Regulatory Obligations

The legal basis for processing personal data in accordance with Article 6.1 (c), Article 6.1 (d) and/or Article 6.1 (e) of GDPR in conjunction with,

- Fire Services Acts, 1981 & 2003
- Local Government Act 2001
- Department of Housing, Planning and Local Government Circulars
- Building Control Acts, 1990 to 2014
- Building Control Regulations, 1997 to 2015
- Licensing of Indoor Events 2003
- Multi-Unit Development Act 2011
- Dangerous Substances Act 1972
- Explosives Act 1875
- Ease of Escape Regulations 1985
- Other regulations pertaining to the above acts

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](#)

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.

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:	dpo@kilkennycoco.ie
Website:	www.kilkennycoco.ie
Postal Address:	Kilkenny County council, County Hall, John Street, Kilkenny

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 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

Review:

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