



Comhairle Cathrach Chorcaí  
Cork City Council

## Data Protection Privacy Notice

1. **Purpose** -Your information is required in order to assess and administer your Data Subject Access Request (DSAR).
2. **Legal Basis** - The legal basis for processing of personal data in this activity is Article 6 (c) of the GDPR. The The General Data Protection Regulation (“GDPR”) and entered into force across the European Union on 25 May 2018(Regulation (EU) 2016/679). In Ireland, the national law, which, amongst other things, gives further effect to the GDPR and the LED, is the Data Protection Act 2018 Information including personal data supplied by persons making requests under the GDPR are collected, processed and shared only for those purposes and in accordance with the relevant sections of the GDPR.

3. **Personal Information Required** - Personal data is required for all stages in the DSAR process i.e. to acknowledge and process the request and subsequently in the event of an appeal to the Office of the Data Protection Commission (DPC).

In order to communicate with you, you will be required to provide contact details. You do not have to provide all contact details but by providing more, such as email, phone, name address, file reference etc it makes it easier to communicate and engage.

We may need to take steps to verify the identity of the requester before granting access to personal data. The suitability of the identifying documentation will be determined by the Data Protection Officer.

If making a request on behalf of a 3<sup>rd</sup> party further information may be required.

4. **Information Sharing** -The information you provide as part of your DSAR may be shared with the following:

- Other sections of Cork City Council
- Other 3<sup>rd</sup> parties/organisations who may hold records relevant to the request
- Office of the Data Protection Commission
- Data Processors

5. **Information Retention** – The information you provide as part of your request will be retained in accordance with the National Retention Policy for Local Authority Records.

The data processed as part of this activity will be retained for the following periods;

Records of requests received and response ,including documents released- for 7 years after response.

Exception being cases where litigation in respect of a claim of breach of data rights is ongoing beyond the 7 years. In these cases they will be retained until the legal case and all appeals are exhausted + a further 7 years.

A list of requests received with high level details will be retained indefinitely.

6. **Right to amend inaccurate information** - Cork City Council must take reasonable steps to ensure that personal data it holds is correct, complete and up to date. If the data held by us is found to be inaccurate, misleading or incomplete you have the right to request rectification of the data. For example, you may have changed your name, address, contact details etc., if so then please contact us so that we can correct it. You can do this by

**Emailing** us at: [dataprotection@corkcity.ie](mailto:dataprotection@corkcity.ie) **or Writing** to us at: Data Protection Section, Cork City Council, City Hall, Cork.

#### 7. **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.

<https://www.corkcity.ie/en/media-folder/public-info/update-ccc-data-protection-subject-access-request-form-june-2019.pdf>

#### 8. **Right of Complaint to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you received from Cork City Council in relation to your data subject access request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commission website [www.dataprotection.ie](http://www.dataprotection.ie) has further details and the online form to be completed if you wish to raise a concern or make a complaint.

You can contact their Office at: 01-7650100 Lo Call Number: 1800 437 737

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

Postal Address:

Data Protection Commissioner  
21 Fitzwilliam Square South  
Dublin 2  
D02 RD 28House

For further information in relation to Cork City Council's Data Protection Policy & Privacy Statement, please go to <https://www.corkcity.ie/en/council-services/public-info/gdpr/>

If you require a paper copy of either document, please contact us on 021 4924000 or email [dataprotection@corkcity.ie](mailto:dataprotection@corkcity.ie)

**June 2020**

