



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

(This document is for information purposes only)

Data Protection Privacy Statement for

Water Services – Rural Water Unit

Who we are and why do we require your information?

Limerick City and County Council seeks to promote the economic, social and cultural development of Limerick City and County and in doing so contribute significantly to improving the quality of life of its people. The delivery of high quality services, tailored to meet the needs of all our customers, remains one of Limerick City and County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment. In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of Limerick City and County we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided, the information sought may include 'personal data' as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past, current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

Why do we have a privacy statement?

Limerick City and 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 Limerick City and County Council that we will ensure the security of the data you provide to us. Limerick City and County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Limerick City and County Council's commitment 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

Limerick City and 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. We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We may share your personal data with the following parties in connection with our processing of your personal data

Service name	Purpose/Activity	Type of Data	Lawful Basis for Processing - Article 6. 1(c) and/or Article 6.1(e) of the GDPR in conjunction with the legislation set out below:	Data Sharing Within Limerick County Council
Group Water Scheme Subsidies	Subsidy and Grant Assistance towards the Capital and Operational Costs of Group Water Schemes.	Contact Data, Financial Data, Transaction Data, Identity Data	S. 16 Water Services Act 2007 Circular Letter L 2/18 dated 8 August 2018 revising Terms and Conditions for Subsidy towards the Operational Costs of Group Water Schemes	<p>Shared Outside the Council: Identity Data, Contact Data shared with Rural Water Unit with Department of Housing, Local Government and Heritage</p> <p>Shared within the Council: a) Identity Data, Contact Data, Transactional and Financial Data to Accounts Payable, Finance Section. b) Contact Details shared with the Laboratory for Water Testing Purposes.</p>
Lead Pipe Remediation Grants	Provision of financial assistance to owners of premises in which the replacement of lead pipes and fittings is necessary to protect human health through reducing exposure to lead in drinking water.	Contact Data, Financial Data, Transaction Data, Identity Data	S. 16 Water Services Act 2007 Domestic Lead Remediation (Financial Assistance) Regulations 2016.	<p>Shared Outside the Council: Identity Data, Contact Data shared with Rural Water Unit with Department of Housing, Local Government and Heritage</p> <p>Shared within the Council: Identity Data, Contact Data, Transactional and Financial Data to Accounts Payable, Finance Section.</p>
Private Well Grants	Provision of grant assistance for necessary improvement of an individual water	Identity data, contact data, financial data, transaction data.	S. 16 Water Services Act 2007 Housing (Private Water Supply Financial Assistance) Regulations 2020 SI No 192 of 2020	<p>Shared Outside the Council: Identity Data, Contact Data shared with Rural Water Unit with Department of Housing, Local Government and Heritage Identity Data and Contact Data about new wells</p>

	supply to a house			shared with the Geological Survey Ireland Shared within the Council: a) Identity Data, Contact Data, Transactional and Financial Data to Accounts Payable, Finance Section. b) Contact Details shared with the Laboratory for Water Testing Purposes.
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We require your contact details

In order to communicate with you, you will be asked for contact details. 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 data. These contact details may also be used to verify your identity.

What other items of personal data do we need to undertake this activity?

The personal data you will be required to supply to the Council,
All applicants for Individual Well Grants and Lead Pipe Replacement Grants are required to provide information on the following categories of data (where applicable); •

Individual Well Grants:

PPSN of Applicant and Spouse
Contact Details of Applicant
Financial/Bank Account Details of Applicant
Property Tax Compliance Details

Lead Pipe Remediation

PPSN of Household Members
Contact Details of Household Members
Proof of Residency in Property for which grant assistance is being sought.
Employment Details and Verification of Household Income – e.g. P21, Certified Accounts, Social Welfare Certificates
Property Tax Compliance Details
Details of Home Ownership

Is the personal data submitted as part of this activity shared with other organisations?

Limerick City and County Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required Limerick City and County Council shall have regard to the security and integrity of the data and will minimise the data shared.

In this process, the data will be shared with the following recipients:

As Set Out in Table Above

In this activity, if the personal data is to be transferred to a different country, it will be transferred to the following countries (if there are no countries listed, it is not intended to transfer the personal data abroad):

N/A

How long is this personal data held by Limerick City and County Council?

Limerick City and County Council has a detailed record retention policy which goes in to more detail of the time period for which your personal data will be retained by Limerick City and County Council and what will happen to it after the required retention period has expired.

The data processed as part of this activity will be retained for the following period(s):

Records are retained as per The National Retention Policy For Local Authority Records, click [HERE](#) for further details.

What will happen if the requested personal data is not provided?

Limerick City and County Council will be unable to process the request for grant assistance and the application will be returned.

Your 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 Limerick City and County Council. You also have the right to data portability. 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. To exercise these rights, you should contact Limerick City and County Council (Data Controller) at the following address:

email: dataprotectionofficer@limerick.ie

Data Protection Officer,
Limerick City and County Council,
Merchants Quay,
Limerick

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 Limerick City and 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.