

**Data Protection Notice pursuant to the Data Protection Acts 1988-2018 (as amended) and the General Data Protection Regulation (GDPR)**

**Fire & Building Control – Visitor Request Form**

**Privacy Notice**

The purpose of this notification is to set out some information regarding the collection and processing of your personal information by Monaghan County Council (the ‘**Council**’). During the course of its activities the Council collects, stores and processes the personal data of its service users in order to provide the most effective and targeted range of services to the citizens, communities and businesses of County Monaghan. The Council is the data controller in respect of this data.

For full details of the collection, processing and sharing of your personal data by the Council and your rights in this regard, please see our Privacy Notice which is available at [Privacy Notice](#).

**What type of personal data is collected and processed?**

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

- Name & Phone Number.

There is no Special Category Personal Data collected.

**Why does the Council collect this personal data?**

The council collects this information in order to manage and administer the relationship between you and us for the purpose of assessing and processing your application for a visitor request.

We require your contact details in order to communicate effectively with you as part of this relationship 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.

**Lawfulness of processing**

We process this personal data

- In the exercise of official authority vested in the Council as the Controller by virtue of its statutory functions set out under the Building Control Act 1990 & 2007 and Article 6 (1) GDPR.
- Fire & Building Control act as a Statutory Authority.
- Where necessary to comply with Monaghan County Council’s legal obligations.

**What information about you is obtained from others?**

N/A

**Who does the Council share your information with?**

N/A

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

If the application form is not completed in full and all the requested information provided, the council will not be able to process this application.

**For full details of the collection, processing and sharing of your personal data and your rights in this regard, please see the Council’s full Privacy Notice at: [www.monaghan.ie/privacy-notice/](http://www.monaghan.ie/privacy-notice/)**

For further details of the collection, processing and sharing of your personal data relevant to this application form please see <https://monaghan.ie/firebuildingcontrol/data-protection-privacy-notice/>

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

by email: [dataprotectionofficer@monaghancoco.ie](mailto:dataprotectionofficer@monaghancoco.ie)

by phone: (047) 73765

Postal Address: Monaghan County Council, County Offices, The Glen, Monaghan, H18 YT50