

MONAGHAN COUNTY COUNCIL



Data Protection Act 2018 (as amended) and the General Data Protection Regulations (GDPR)

Submissions to County Development Plan - Data Subject Notification

Background

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

Monaghan County Council creates, 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 than 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.

What data we collect and process

The types of personal data that we collect, and process may include your name and address.

We may collect Special Category Personal data

For example, information regarding health issues.

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 considering your planning submission/objection/observation in respect of the County Development Plan.

Lawfulness of processing

We process this personal data under article 6 (1)(e) of GDPR and in the exercise of official authority vested in us as the controller under Sections 11 and 12 of the Planning and Development Act 2000 (as amended) and Article 13B of the Planning and Development Regulations 2001 (as amended).

We process your special category personal data where necessary and proportional for the performance of the statutory functions conferred on us under Sections 11 and 12 of the Planning and Development Act 2000 (as amended) and Article 9 of the GDPR.

What happens to your submission?

In accordance with Section 13(3A) of the Planning and Development Act 2000 (as amended) Monaghan County Council is required to publish submissions or observations within 10 working days of receipt. Submissions or observations may be published in a redacted format in line with GDPR and other legal requirements.

Submissions made either online, by email or in hard copy are processed in the following manner: –

- The submissions are collated by the Planning Section and published online.
- A report on any submissions or observations received is prepared by the Planning Section for approval by the Director of Services and Chief Executive prior to its circulation to the Elected Representatives, and will list the persons or bodies who made submissions or observations, a summary of the issues raised in the submissions, the opinion of the Chief Executive to the issues raised, and the Chief Executive's recommendations on the policies to be included in the draft development plan.
- Copies of the full written submissions may be provided in the appendices of the report.
- The report shall be published online.

Third party personal data in submissions

In cases where a person decides to submit the personal information of another person in their submission, they must:

- Notify that person that they are providing their personal information to the Council and obtain their permission, OR
- Provide that person with a copy of this Privacy Notice.

Sharing of Personal Data

We may share your Personal Data with selected third parties, including for example, The Minister for Housing, Local Government and Heritage, the Planning Regulator, the Ombudsman and other government agencies/public bodies in certain circumstances, as required to do so by law. We may also share your data with other third parties who assist us in fulfilling our functions. Further information regarding the sharing of your personal data can be found in our Privacy Notice which is available at: [Privacy Notice](#)

How long do we hold your personal data held for?

We will keep your information for the lifetime of this process as a minimum, although this period of retention may be extended in line with certain legal obligations.

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

by email: dataprotectionofficer@monaghancoco.ie

by phone: (047)30507

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