

## **Franchise**

Dublin City Council Franchise controls your personal data. The purpose of this privacy statement is to inform you of the personal data relating to you, that we collect and the uses we make of such data.

This Privacy Statement applies to the processing of forms for the purpose of registration.

## **Why do we require your information?**

We collect and process personal data relating to you for the following purposes:

- To allow you register to vote
- To allow you to check your electoral details online
- To allow you to maintain/update your electoral details
- Prepare the Register of Electors

## **What personal data we collect and process?**

The categories of personal data provided by you

- Name
- Address (current & previous address)
- Date of birth
- Citizenship
- Contact details

## **Data Sharing**

- The 4 Dublin local authorities share electoral register information for the purposes of preparing the Electoral Register
- Elected Members (Councilors, TDs, MEPs, Senators) and political parties receive a copy of the electoral register
- Court Services for the purpose of Jury Service

Post offices, Garda Stations, Libraries, County Registrar and the Election Returning Officer receive a copy of the Electoral Register under the Electoral Act 1992.

## **What is the Legal Basis we rely on when processing your personal data?**

Electoral Act 1992 (Second Schedule, paragraph 5(3)).

## **Your Rights**

- You have the right to request
  - A copy of data we hold about you (Right of Access)
  - That any error in data we hold about you is corrected (Right of Rectification)
  
- You can request your information to be removed from the next published register.

## **Confidentiality and Security**

Records of all personal information are stored in a centralised database in the Dublin City Council data center. All storage facilities are located in Ireland. Dublin City Council take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction.

## **Data retention**

Dublin City Council will keep the data provided in a secure database for the purpose of on-going administration, audit and review. Dublin City Council will not keep personal data for any longer than is necessary and/or as required by law.

Dublin City Council may share the data submitted with authorised agents (Fingal County Council, Dun Laoghaire Rathdown County Council & South Dublin County Council) for the purposes of preparing the Registers of Electors. Dublin City Council continues to be the Data Controller for this data and these authorised agents act as Data Processors on our behalf.

## **Changes to this statement**

We may occasionally update this Privacy Statement. We encourage you to periodically review this policy for the latest information on our privacy practices. The Privacy Statement will specify the latest date on which the terms have been amended.

## **How to contact us**

For any queries relating to the Dublin City Council Privacy Statement or Data Protection policies, please contact our designated Data Protection Officer.

Dublin City Council's Data Protection Officer can be contacted by email [dataprotection@dublincity.ie](mailto:dataprotection@dublincity.ie) or by telephone 01 222 3775.

## **Complaints**

If you are not satisfied with the outcome of the response you received from Dublin City Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commission who may investigate the matter for you. The Data Protection Commission's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their Office at:

Lo Call Number: 1890 252 231

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

Postal Address: Data Protection Commission, Canal House, Station Road, Portarlinton, Co. Laois.  
R32 AP2