

## Personal Data Protection Notice

Dublin City Council and the Community Gain Liaison Committee, (“we”, “us”, “our”) are committed to our obligations under the General Data Protection Regulations (GDPR) and to protecting and respecting your privacy.

Dublin City Council and the Community Gain Liaison Committee are the data controllers of the personal data you provide in your Dublin Waste to Energy Community Gain Projects Grant Scheme application form.

This Data Protection Notice relates to personal data collected and processed by us in respect of the administration of the Dublin Waste to Energy (DWtE) Community Gain Projects Grant Scheme.

The purpose of this Data Protection Notice is to inform grant applicants of their privacy rights and sets out how we collect, use and process personal data relating to your interactions with us.

We request that you read the notice carefully and that you ensure that it is made available to any data subjects whose personal data you supply to us.

### Collection of Personal Data:

Personal data is any information about an individual from which that person can be identified. We collect and process personal data you provide to us in your grant application form. Categories of such personal data include names, addresses, contact information and other information that is relevant to the administration of the DWtE Community Gain Projects Grant Scheme.

If you do not furnish us with the personal data we will not be able to process your application for grant funding or respond to any questions or requests you submit to us via our e-mail address.

### Purpose and Legal Basis for Processing Personal Data:

We will only collect, process and retain your personal data for the purposes and legal bases set out below.

- In order to perform our functions in accordance with Section 65 of the Local Government Act 2001 [www.irishstatuebook.ie](http://www.irishstatuebook.ie)
- To comply with planning permission, reference 29S.EF2002 and Industrial Emissions Directive Licence, reference W0232-01, granted by An Bord Pleanála and the Environmental Protection Agency respectively, for the Dublin Waste to Energy Project.
- To comply with our legal, financial and regulatory obligations.
- To process DWtE Community Gain Projects Grant Scheme grant applications.
- To review projects seeking DWtE grant funding.
- To administer approved grant funding.
- To carry out grant inspection activities for grant drawdown.
- To support auditing activities related to the expenditure of the DWtE grant fund.
- To notify you with updates in relation to the DWtE Community Gain Projects Grant Scheme.

### Data Retention:

We are committed to protecting the security of your personal data. We use a variety of security procedures and we have implemented strict internal guidelines to help protect your personal data from unauthorised access and use and ensure that your privacy is safeguarded.

We will store personal data only for as long as necessary for the purpose(s) for which it was obtained. The criteria used to determine our retention periods include:

- The length of time we have an ongoing relationship.
- Our legal, financial and regulatory obligations.
- The National Retention Policy for Local Authority Records.

### Personal Data Privacy Rights:

You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:

- The right to access personal data we hold about you; together with other information about our processing of that personal data;
- The right to require us to rectify any inaccuracies in your personal data;
- The right to require us to erase your personal data;
- The right to request that we no longer use your personal data for particular purposes;
- The right to object to our use of your personal data or the way in which we process it;
- The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.

If you would like to exercise any of these rights, please submit a request to the Data Protection Officer (DPO) outlining the specific details of the request. All valid requests will be processed without undue delay and in any event within one month of receipt of the request. The DPO can be contacted at Dublin City Council, Civic Offices, Wood Quay, Dublin 8, D08 RF3F; by e-mail at [dataprotection@dublincity.ie](mailto:dataprotection@dublincity.ie) and by phone at 01 222 3775. Further information on DCC's privacy statement can be found at [www.dublincity.ie/privacy-statement](http://www.dublincity.ie/privacy-statement)

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 (DPC) who may investigate the matter. The DPC can be contacted at Canal House, Station Road, Portarlinton, County Laois, R32 AP23; by e-mail at [info@dataprotection.ie](mailto:info@dataprotection.ie) and by phone at 1890 252 231.

### Personal Data Protection Obligations:

You have the following obligations in relation to your personal data. Please ensure that:

- You have read and understood the Data Protection Notice.
- You have complied with your own data protection obligations in respect of the personal data you submit as part of DWtE Community Gain Projects Grant Scheme.
- You are entitled to disclose such personal data.
- You will ensure that a copy of this Personal Data Protection Notice is made available to any persons whose personal data you submit to us.