



Comhairle Chontae na Gaillimhe
Galway County Council

Privacy Notice

Submissions/Observations received in respect of Planning Applications

Galway County Council is the local authority for the County of Galway and in performing its functions, Galway County Council is required to process significant amounts of “Personal Data” within the meaning of the Data Protection Acts 1988 / 2003/2018 (“the Acts”) and the European regulations 2016/679 (GDPR). Galway County Council respects the privacy rights of those whose Personal Data we process and we are conscious of our obligations under the Data Protection Acts.

This Privacy Notice explains how Galway County Council will process personal data received as part of Submissions/Observations made in respect of Planning Applications

What type of Personal Data will be collected?

Submissions/Observations must contain name and address, and may also include email address and/or phone number.

What is our lawful basis for processing your Personal Data?

Galway County Council’s lawful basis for processing personal data contained in Submissions/Observations received in respect of Planning Applications is as follows:

Article 6.1 (c) of the General Data Protection Regulations (GDPR) <https://gdpr-info.eu/art-6-gdpr/> – *Processing is necessary for compliance with a legal obligation to which the controller is subject, namely:*

Section 38 of the Planning and Development Act 2000, as amended –
www.irishstatutebook.ie/eli/2000/act/30/enacted/en/print#sec38.

S.I. No. 600/2001 - Planning and Development Regulations 2001: Article 29 (1) (a), Article 29 (1) (b) and Article 83 (2)

[S.I. No. 600/2001 - Planning and Development Regulations, 2001 \(irishstatutebook.ie\)](http://www.irishstatutebook.ie/eli/2001/si/600/made/en)

S.I. No. 180/2020 – Planning and Development Act 2000 (Section 38) Regulations 2020: Article 2(2)

www.irishstatutebook.ie/eli/2020/si/180/made/en/

Who will your Personal Data be shared with?

The planning process is an open and transparent one.

All Submissions/Observations are made available for public inspection at the Council's offices and on the Council's website www.galway.ie. This information is made available to An Bord Pleanála in the case of an appeal under Section 127 of the Planning and Development Act 2000 as amended.

There are 2 exceptions to the information being made available to the public and An Bord Pleanála (paper file or website): -

- Email addresses and telephone numbers included in Submissions/Observations

We engage with a third party processor who handle some, or all, of the above mentioned information on our instruction. We have a Data Processing Agreement in place with this third party processor to ensure that the requirements of the Data Protection legislation on handling personal information are met.

Galway County Council will take steps to ensure any disclosures of personal data are necessary and proportionate, as required by law. Whenever we share your personal information, sharing options will be evaluated to ensure that your data is shared in the most secure manner.

How will we protect your Personal Data?

Any personal data received from you which is not required to be made available for public inspection will be redacted.

When we store your personal data on our systems, the data will be stored either on the Galway County Council premises or in secure storage.

How long will we hold your Personal Data?

Galway County Council undertakes to retain the personal data you supply for no longer than the duration required by legislation.

Submissions/Observations will be available for inspection by the public at the Planning office of Galway County Council and on our website, for a period of not less than 7 years after the making of the decision by the authority. This is in accordance with Section 38 of the Planning and Development Act 2000 (as amended).

What are your rights?

For further information on how Galway County Council processes Personal Data and your rights, please refer to Galway County Council's Privacy Statement and Data Protection Policy which can be found on our website galway.ie.

OR

You may contact Galway County Council's Data Protection Officer at 091 509319 or dpo@galwaycoco.ie

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 Galway 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 <https://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