



South Dublin County Council (SDCC)

Community Climate Action Programme Privacy Statement

The Community Climate Action Programme is funded from the Climate Action Fund and operates under two strands. Under strand 1 funding is being provided to each local authority to partner with community groups to engage in climate action in a structured and considered way in order to help each local authority achieve their own climate goals. The Local Authorities will be processing the applications and making recommendations to the Department on projects they want to partner on. They will also be processing payments to their partners where the Local Authority doesn't procure the materials required for the project on behalf of the partner and reporting to the Department on the projects. This Privacy Statement applies to all personal data that is provided via communications and applications that are submitted to the Programme via South Dublin County Council ("we" or the "Council"), and serves to provide information on the purpose, type and scope of processing conducted by the Council in this regard, as well as to provide you, the relevant data subjects with all the information you need to assess and safeguard your rights. Generally, the information provided via applications will pertain to community groups and associations. However, in cases where Personal Data is provided, this following Privacy Statement applies.

- In **Section 1** you can find contact details for **SDCC as the Data Processor** and the **Minister for the Environment, Climate and Communications as the Data Controller** responsible for processing your Personal Data.
- In **Section 2** the **purpose for processing your personal data** is explained.
- In **Section 3** you can find information about the **transfer of data to third countries**.
- In **Section 4** you can find information about **how long your personal data is stored**.
- In **Section 5** you can find information about **your rights**.
- In **Section 6** the **terminology used in this Privacy Statement** is explained.
- In **Section 7** you can find information about the **validity of and changes** to this Privacy Statement.

1. The Data controller

- a. The body responsible for processing any personal data submitted via a Community Climate Action Programme Application is:

The Minister for the Environment, Climate and Communications of 29-31
Adelaide Road, Dublin 2, D02 X285

The Data Protection Officer for the Minister for the Environment, Climate and Communications is:
Data Protection Officer
Data Protection Unit

Address: Department of the Environment, Climate and Communications,
29-31 Adelaide Road,
Dublin 2,
D02 X285
Email: dataprotection@decc.gov.ie
Phone No: 0877918329

- b. The Data Processor who administers the fund and receives and processes applications, on behalf of the Data Controller is:
South Dublin County Council
County Hall Tallaght,
Dublin 24, D24 A3XC
Phone: +353 1 414 9000
Email: info@sdublincoco.ie

The Data Protection Officer for South Dublin County Council is:
Data Protection Officer
South Dublin County Council
County Hall Tallaght,
Dublin 24, D24 A3XC
Phone: +353 1 414 9000
Email: dataprotection@sdublincoco.ie

2. Processing your Personal Data

If you contact South Dublin County Council in this regard and / or submit an application, we will process any personal data submitted in order to engage with you as a potential applicant and to assess any application you or your organisation submits and to provide you with updates and outcomes as regards your application. Generally, the data submitted will pertain to organisations applying for the fund and will not contain Personal Data. However, personal email addresses of individual members of organisations may be submitted as contact points for an organisation. Personal Data in this respect refers to contact names, contact number, contact address, e-mail address, phone number, position held in organisation, signature and financial information in so far as this may be personal. If your application is successful, we will only use any personal data submitted where necessary to further engage with you and/or your organisation and to contract the project, to provide the financing to carry it out, and to conduct follow up audits. We only process the personal data submitted to us in order to carry out our function as a Local Authority in managing and controlling the Community Climate Action Programme as delegated by the Minister in accordance with the National Oil Reserves Agency Act 2007 (as amended). We will not use any personal data submitted to us for any other purpose and the personal data is only processed to the extent that is necessary.

The general purpose of the processing by the Council in this respect is for the management of an open competitive call for applications to partner with the Council under strand 1 of the CCAP including appraisal, contracting, monitoring progress and implementation of the projects, reporting and processing payments. Some of the projects may also be subject to audit and site verification.

We may process your Personal Data via service providers/tools to help us in processing your application and to communicate with you. These Service providers are known as “Data Processors”. Categories of service providers include IT software, hosting providers and application submission services. The Council enters into a Data Processing Agreement with all service providers to contractually ensure that any personal Data processed on our behalf by such Data Processors is processed in strict accordance with the Data Protection Acts, the EU General Data Protection Regulation, and only in accordance with our strict instruction. Information about duration of storage of any personal data submitted can be found in Section 4 below.

3. Data Transfers to Third Countries

The Council takes every effort to ensure that your personal data is processed in the EU or in the European Economic Area. In cases where this is not possible and data needs to be transferred to a country outside of the EU, we will ensure, after prior review, that an adequate level of data protection that meets the requirements of the Court of Justice of the European Union and the EU Commission is adhered to in the country the data is transferred to and that a suitable transfer mechanism in accordance with Article 44 of the EU GDPR is in place.

4. Data Retention and Deletion

Generally, we only store your Personal Data for as long as necessary for the respective purpose or where we are contractually or legally obligated to store the data for a longer period. All Personal Data pertaining to the Community Climate Action Programme is stored electronically on a secure network and hardcopy data is held within the Climate Change Section within the Department of Environment, Water and Climate Change in County Hall, Tallaght. They are accessible by authorised staff only and are retained in accordance with the Council’s Data Retention Policy. Applications will be open for a period of 12 weeks. Applications will be appraised by the Council for 8 weeks and their recommendations will be assessed by the Department for another 8-12 weeks before results are announced and applicants are informed of the outcome. It is anticipated that the programme will open on 6/12/2023 and processing will continue for 29 months thereafter to allow the projects to complete and for local authorities to make their final drawdown request and submit the final report to the Department. The data will continue to be stored for as long as is legally required, which is for 7 years after the final claim date of the project may be up to after that date 10 years for projects that receive De Minimus State Aid.

5. Your Rights

As the data subject you have the following rights in relation to Personal Data processed by us for this purpose:

- Right of access (Art. 15 GDPR)
- Right to rectification (Art. 16 GDPR)
- Right to erasure ("right to be forgotten") (Art. 17 GDPR)
- Right to restriction of processing (Art. 18 GDPR)

- Right to data portability (Art. 20 GDPR)
- Right to object (Art. 21 GDPR)
- Right to withdraw consent (Art. 7 (3) GDPR)
- Right to lodge a complaint with a supervisory authority (Art. 77 GDPR)

Please submit your request to dataprotection@sdblincoco.ie and specify that you are seeking to exercise your rights in relation to the Community Climate Action Programme.

Please note, that we are obligated to verify your identity when processing a Data Subject Request. Your request will be retained by the Council for two (2) years. Any copies of proof of identity that we receive will be immediately destroyed after your identity has been verified. The legal basis for this processing is Art. 6 (1) (c) GDPR.

6. Terms Defined

The terminology used in this Privacy Statement has specific meanings defined in the EU General Data Protection Regulation (GDPR). Other terms which we explain below, along with the most important terminology from the General Data Protection Regulation:

- **"Data Controller"** means an individual or legal entity, public authority, agency, or other body that, either alone or jointly with others, decides on the purposes and means of the processing of personal data.
- **"Data subject"** means an identified or identifiable natural person to whom personal data can be attributed. In the context of this Privacy Statement, this is you.
- **"Data Processor"** means a natural or legal person who processes personal data on behalf of the controller.
- **"Data Protection Acts"** refers to The Data Protection Acts 1988-2018
- **"GDPR"** refers to the General Data Protection Regulation (EU) 2016/679
- **"Processing"** means any operation or set of operations performed in connection with personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination, or otherwise making available, alignment or combination, restriction or erasure.

7. Changes to this Privacy Statement

This Privacy Statement is valid from November 2023 and will be reviewed at regular intervals and updated as necessary.