



Comhairle Cathrach Chorcaí
Cork City Council

Freedom of Information (FOI) Privacy Notice

1. **Purpose** -Your information is required in order to assess and administer your FOI request.
2. **Legal Basis** - The legal basis for processing of personal data in this activity is the Freedom of Information Act 2014.
3. **Personal Information Required** - Personal data is required for all stages in the FOI process i.e. to acknowledge and process the FOI request and subsequently in the event of an internal review or appeal to the Office of Information Commissioner (OIC).

In order to communicate with you, you will be required to provide contact details. You do not have to provide all contact details but by providing more, such as email, phone, name address, file reference etc it makes it easier to communicate and engage.

Other data which is not requested but often accompanies an FOI request includes, occupation, third party names and addresses.

We may take steps to verify the identity of the requestor before granting access to personal data. The suitability of the identifying documentation will be determined by the FOI Officer or designated FOI Decision Maker.

4. **Information Sharing** -The information you provide as part of your FOI request may be shared with the following:
 - Other sections of Cork City Council
 - Other 3rd parties/organisations who may hold records relevant to the request

5. **Information Retention** – The information you provide as part of your request will be retained in accordance with the National Retention Policy for Local Authority Records.
*“The data processed as part of this activity will be retained for the following periods:
Retain copies of requests including records released for 5 years. Retain sufficient high level description of each request to populate the required (for non-personal requests) disclosure log.
Then destroy all other documents including copies of docs released. Periodically offer high level list to archivist.”*

6. **Right to amend inaccurate information** - Cork City Council must take reasonable steps to ensure that personal data it holds is correct, complete and up to date. If the data held by us is found to be inaccurate, misleading or incomplete you have the right to request rectification of the data. For example, you may have changed your name, address, contact details etc., if so then please contact us so that we can correct it. You can do this by

Emailing us at: foi@corkcity.ie

Writing to us at: **Freedom of Information, Cork City Council, City Hall, Cork.**

7. **Your Data Protection Rights**

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy.

<https://www.corkcity.ie/en/media-folder/public-info/update-ccc-data-protection-subject-access-request-form-june-2019.pdf>

8. 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 Cork City Council in relation to your data subject access 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 www.dataprotection.ie or you can contact their Office at: Lo Call Number: 1800 437737 or 01-7650100

E-mail: info@dataprotection.ie

Postal Address:

Data Protection Commissioner
6 Pembroke Row
Dublin 2
D02 X963

For further information in relation to Cork City Council's Data Protection Policy & Privacy Statement, please go to <https://www.corkcity.ie/en/council-services/public-info/gdpr/>

If you require a paper copy of either document, please contact us on 021 4924000 or email dataprotection@corkcity.ie