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**Roads Department - Privacy Notice – Logging of Public Lighting Faults**

**Background**

Under Section 13 of the Roads Act 1993, Waterford City & County Council (“the Council”) has responsibility for maintenance and construction of public roads within its functional area. The maintenance of a public road includes the provision and maintenance of public lighting.

Waterford City & County Council has appointed an independent Public Lighting Contractor to maintain the public lighting network in the functional area of the Council. Since May 2017 the contractor is Killaree Lighting Services. <http://klightings.com/>

Lighting faults can be logged by members of the public online using an online application “Deadsure” accessed at <https://deadsureapp.com/>. Deadsure (DS) is a dedicated contract management and workflow system which was designed specifically for the management of street lighting.

Waterford City & County Council Roads Department is committed to complying with the Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR) and to protecting the privacy of members of the public who wish to log public lighting faults. This Privacy Notice sets out the basis by which personal data captured in conjunction with the logging of public lighting faults is collected, used, and disclosed. It also outlines rights in respect of such personal data.

**How personal data is collected**

The Council’s website gives 3 options in relation to fault logging:

* Log the fault directly online via Deadsure website <https://deadsureapp.com/Inventory?map=DeadSureWaterford>
* Ring the Council’s customer service desk (who will then log the fault on Deadsure)
* Killaree website allows direct logging of the fault at <http://klightings.com/report-a-fault-waterford/> and links to Deadsure.

The personal data collected as part of fault logging is:

* Name , Telephone number and Email address

These details allow the contractor’s field staff to contact the person logging the fault if /when additional information is required to assess nature or location of the fault.

**Lawful basis for processing personal data relating to logging of public lighting faults**

The Roads Act 1993 provides the legislative basis for the Council to process this personal data. This information is obtained:-

* Lawfully, fairly and in a transparent manner.
* Obtained for only specified, explicit and legitimate purpose.
* Adequate, relevant and limited to what is necessary for the purposes for which it was obtained.
* Kept only for as long as necessary for the purposes for which it was obtained.
* Kept in a form, which permits identification of the data subject, for no longer than necessary.

**How we use the information**

The information collected is used to:

* Provide a means whereby our public lighting contractor can follow up on additional information to increase efficiency in resolving public lighting faults.

**Sharing the personal data**

The personal data logged on the Deadsure Application can be accessed /viewed by the following parties only in connection with public lighting maintenance contract:

* Roads staff in Waterford City & County Council (3 users)
* Staff of Killaree Lighting services (tasked with resolution of public lighting faults)
* Staff of Deadsure (maintenance of the Deadsure application)

The personal data is not shared with any other third parties.

**Retention of Personal Data**

Personal Data in relation to fault logging will be retained by Deadsure only for as long as necessary for resolution of faults.

**Applicants Rights in relation to personal data**

Under the General Data Protection Regulations applicants have [rights in relation to their personal data](http://gdprandyou.ie/wp-content/uploads/2018/03/Rights-of-Individuals-under-the-General-Data-Protection-Regulation.pdf).

If an applicant wishes to make a Data Protection enquiry or an access request, it should be submitted in writing (this can include email) to:

Data Protection Officer, Waterford City and County Council,

City Hall, Waterford X91 PK15

Tel: 0761 10 20 20 Email: dataprotection@waterfordcouncil.ie

**Making a Complaint**

If any person has any concerns regarding the security of the personal data that parties to the public lighting contract for Waterford City and County Council holds on them, they should in the first instance raise the matter with the Administrative Officer, Roads Department or the Council’s Data Protection Officer (contact details above).

In any event, an applicant can [Raise a Concern](https://www.dataprotection.ie/documents/gdpr_forms/Raise_a_Concern_with_Us_Form.pdf) directly with the Data Protection Commissioner.

**This Privacy Notice was last reviewed in October 2018**