



Privacy Notice

Purpose:

Newry, Mourne and Down District Council's (NMDDC) purpose for processing this information is to facilitate the dog licence application, investigate dog complaints and take action in line with our statutory duties.

Legal basis for processing:

The legal basis we rely on to process your personal data is Article 6(1)(e) of the GDPR, which allows us to process personal data when this is necessary to perform our public tasks as a Council.

What we need:

We need the dog licence holder's name and contact details, name and descriptors of the dog and whether there is a notice in force attaching control conditions to a previous licence held in respect of the dog under Article 30A (2) of the Dogs (NI) Order 1983. We will also take payment information including account details where applicable.

Why we need it:

We need contact information to issue the licence and to send annual licence reminders or to raise any queries we may have about your payment. We may also contact you if we receive a complaint concerning your dog.

What we do with it:

We will issue you with the dog's licence once payment is received.

We include some of the information you provide in a register of dog licence holders, which we may make available to requesters as prescribed under Article 15(2) of the Dogs (NI) Order 1983 and Schedule 7 of The Dogs (Licensing and Identification) Regulations (NI) 2012, provided disclosure complies with the Data Protection Act 2018.

We will investigate all dog and animal welfare complaints, using your personal data to engage with you if applicable. In some cases, we may pass details to the Police Service of Northern Ireland. If we issue you with a Penalty Notice and you fail to pay the fee and/or penalty within the stated timeframe we will pass information including the name and address of the person we sent the Penalty Notice to, onto our legal advisers so they can recover the outstanding amount.

Chief Executive, Marie Ward

Oifig an Iúir, Newry Office, O'Hagan House, Monaghan Row, Newry BT35 8DJ

Oifig Dhún Pádraig, Downpatrick Office, Downshire Civic Centre, Downshire Estate, Ardglass Road, Downpatrick BT30 6GQ



Article 52 of the Dogs (Northern Ireland) Order 1983 requires Council to provide statistical information relating to the operating of the Order to the Department for Agriculture, Environment and Rural Affairs. All licence holder's personal data is summarised to inform the total number of dog related data on behalf of NMDDC. We provide this quantifiable information on a quarterly basis which is collated and held by the Department which produces 'Council dog summary statistics' on behalf of all 11 Councils.

How long we keep it:

We will retain your personal data for six years in line with our retention and disposal schedule, after which it will be destroyed.

What are your rights:

- You have the right to request access to the personal data that we hold about you.
- You have the right to ask for your personal data to be rectified, or to restrict the way in which we process it.
- You have the right to object to our processing of your personal data. There are legitimate reasons why we may refuse your objection, which depend on why we are processing it.
- You have the right to ask us to erase your personal information in certain circumstances.
- You have the right to complain to the Information Commissioners Office if you are unhappy with the way in which we have processed your personal data.

If you wish to make a Subject Access Request or if you have queries about access to your information please contact the Data Protection Officer for Newry, Mourne and Down District Council by contacting **info@nmddc.org** or **0300 013 2233**.

Do we use any data processor?

We use Tascomi software for the electronic case management system to process dog licences.

Chief Executive, Marie Ward

Oifig an Iúir, Newry Office, O'Hagan House, Monaghan Row, Newry BT35 8DJ
Oifig Dhún Pádraig, Downpatrick Office, Downshire Civic Centre, Downshire Estate, Ardglass Road, Downpatrick BT30 6GQ