UISCE ÉIREANN DATA PROTECTION NOTICE

SHARING OF LOCAL AUTHORITY DATA WITH UISCE ÉIREANN

This data protection notice is issued by Uisce Éireann (**"Uisce Éireann", "we", "us", "our"**). Uisce Éireann was established under the Water Services Act 2013 (as amended) and has its main address at Colvill House, 24/26 Talbot Street, Dublin 1.

The purpose of this data protection notice is to inform you of (i) the data relating to you which we may receive from your Local Authority employer in order for us to (A) manage the provision of water services and (B) have the necessary management and direction of Local Authority Water Services staff who opt to remain as employees of Local Authorities; and (ii) data collected by Uisce Éireann relating to you which we may share with your Local Authority employer in order for your employer to comply with their employment and other legal obligations.

When Uisce Éireann receives personal data from Local Authorities or from you, it becomes a separate controller of such personal data.

Uisce Éireann fully respects your right to privacy and is committed to protecting your personal data. We take our responsibilities under applicable data protection law, including the General Data Protection Regulation (**"GDPR"**) and the Data Protection Acts 1988 to 2018, very seriously.

Personal data shared between the Local Authorities and Uisce Éireann relating to you shall only be shared (i) in a safe and secure manner; and (ii) subject to a Data Sharing Agreement between Uisce Éireann and the Local Authorities.

Contacting Uisce Éireann

If you have any questions about the use of your personal data, please contact our Data Protection Officer at:

Post: Colvill House, 24-26 Talbot Street, Dublin 1, D01 NP86

E-Mail: dataprotection@water.ie

Personal Data Shared by Local Authorities with Uisce Éireann

The following categories of data will be shared with Uisce Éireann, or may otherwise be collected by Uisce Éireann from you:

Human Resources Related Information

(a) Employee Name;
(b) Occupant ID;
(c) Address of Local Authority at which staff member works;
(d) Employee location (specific name of office, depot, plant, site etc.)/Operational area
(e) Employee business contact details (phone number and email address);

(f) employee role and reporting line (name and position);
(g) Employee Start & finish time;
(h) Next of Kin contact information;
(i) Work mobile (have you been issued with a mobile phone that is used for water services activities);
(j) Work laptop (have you been issued with a laptop that is used for water services activities);
(k) Work PC (has the employee been issued with a PC that is used for water services activities);
(l) Details of time, attendance and your leave (for approvals purposes, including to facilitate LA calculations of salary payments due);

Training / Fleet Training

(m) Employee Name;
(n) Occupant ID;
(o) Job Title/Role type;
(p) Training Type & Course Completion Dates;
(q) Vehicle Information;
(r) Current driving licence information for employees who drive a fleet vehicle (including confirmation that employee is not currently restricted from driving);
(s) Employee business contact details (phone number and email address);
(t) Certification expiry date;
(u) Proof of certification provided for mandatory or critical courses (yes/no detail);
(v) Where applicable, training or operation restrictions including size (e.g. lorry mounted crane weight restriction under 1,200kg or above) and type of equipment (e.g. hook and sling, clamshell and grabs) used in assessment/delivery of training;
(w) Fuel card details (Have you been issued with a fuel card, if yes, please provide card.

HSQE Data

(x) Lone working device information;
(y) List of permits that water services currently have and use including permit issuer requirements, permit acceptance and sign off requirements (this will only constitute personal data to the extent that completed permits include e.g. the name of the person doing the work which is the subject of the permit and/or signatures of individuals on the permit);

Asset Operations

(z) Name of scheduler and supervisor/engineer;
(aa) Contact information of scheduler;
(bb) Details of depots from which crew work from;
(cc) Crew name/designation;
(dd) Discipline of crew (water/waste/both);
(ee) Hand held unit number/user name);
(ff) Crew lead name, contact number. Contact email and (if available) normal crew compliment;
(gg) Normal working hours for crew; and
(hh) Confirmation as to whether cover out of hours calls when required/rostered

Time and Attendance

(ii) Uisce Éireann shall not have access to the Local Authority's Core HR system. In order for Uisce Éireann to approve time and attendance for payroll purposes, it will require access

to print outs of the time and attendance from the Core HR system of the Local Authority Water Services Staff.

LA Staff who wish to voluntarily transfer employment to Uisce Éireann

(jj) Records relating to an LA Water Services Staff member who wishes to transfer employment to Uisce Éireann. Such records shall include payroll, terms and conditions and pension information.

Personal Data Shared by Uisce Éireann with the Local Authority

The following categories of personal data may be shared by Uisce Éireann with the Local Authority:

1.1 Updates to your personnel file, for example training updates;

1.2 Personal data received by Uisce Éireann as a result of the management and direction of the LA Water Services Staff such as sick leave, time and attendance, family friendly work practices, human resource and industrial relations and health and safety data.

Relevance and Proportionality

The processing of the above categories of personal data is all relevant and proportionate for the exercise of Uisce Éireann's functions including exercising management and direction over Local Authority employees who perform water services functions. For example:

- It would not be possible for Uisce Éireann to exercise management and direction of Local Authority Water Services staff without having the names and work contact details of such staff;
- It would not be possible for Uisce Éireann to exercise management and direction of Local Authority Water Services staff without knowing what the relevant employees' role, work hours, experience and qualifications are (to ensure that they are in a position to carry out the function allocated to them);
- It is relevant for Uisce Éireann's operations and the management of Local Authority Water Services staff to have details of work vehicles driven and any inhibitor to driving such vehicles (e.g. if there is no driving licence or there is a restriction which applies to a current driving licence);
- With regard to Occupant IDs relating to LA Water Services Staff, these details, linked to names, are needed for the Headcount Management System and will also be required by Uisce Éireann for validation and verification purposes in order to ensure that Uisce Éireann can exercise management and direction of Local Authority Water Services staff;
- It is necessary for the Local Authority to comply with its employment law duties to its employees and accordingly it must receive from Uisce Éireann all relevant employment details necessary to update personnel files etc. For operational reasons, Uisce Éireann may share personal data because the Local Authority is your ultimate employer.

Sources of Personal Data

The Local Authorities are the main source of personal data relating to you that Uisce Éireann holds. The Local Authorities share this data with Uisce Éireann to enable Uisce Éireann to appropriately manage the provision of water services and the staff involved in the provision of such services.

In addition, there is a possibility that from time to time you may provide information relating to you directly to Uisce Éireann. As above, from time to time Uisce Éireann may need to share that personal data with the Local Authority so that they can exercise their responsibilities as your employer. For example, if you provide Uisce Éireann with personal data or alternatively in order to provide you with Low Value Purchase Cards (LVPC), we may ask you to complete a LVPC application with our bank. The following data will be required:

- Card holder full name
- Employee ID number
- Daytime contact phone number
- Work Email address
- Card holder Signature
- Date of birth
- Line manager`s name
- Card holder`s name location

Lawful Bases for the Collection and Use of Personal Data

The personal data described above is used by us (and by third party service providers acting on our behalf). The lawful bases on which (i) Local Authorities share your data with us and (ii) we process such data is as follows:

- where such processing is necessary to comply with Uisce Éireann's legal and regulatory obligations, e.g. to comply with our obligations under the Safety, Health and Welfare at Work Act 2005 to ensure the safety, health and welfare at work of Local Authority staff working in water services (**Legal Obligation**);
- where such processing is necessary to carry out its tasks in the public interest and/or in the exercise of official authority vested in Uisce Eireann. This will be the case where the processing is reasonably required for the performance of our functions under the Water Services Acts. In such circumstances, section 38 of the Data Protection Act 2018 allows for the processing of personal data which is necessary and proportionate for the performance of these functions (**Public Interest/Official Authority**);
- where such processing is necessary to comply with your employment contract with the Local Authority - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Article 6(1)(b) **Contractual Obligation**);
- Article 9(2)(b) (**Special Categories of Personal Data for the purposes of employment**) - processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment (i.e. pay sick pay);
- Section 46 Data Protection Act 2018 (**processing of special categories of personal data for purposes of employment**). The processing of special categories of personal data shall be lawful where the processing is necessary for the purposes of exercising or performing any right or obligation which is conferred or imposed by law on the controller or the data subject in connection with employment or social welfare law.

The Categories of Personal Data, purposes of processing and associated legal bases are set out in Appendix A to this Data Protection Notice.

Transfers Abroad
In connection with the above processing operations, Uisce Éireann will generally host your data on its systems and/or the systems of its hosting service providers in Ireland. However, if at any time in the future such data is hosted on our behalf by service providers outside of the European Economic Area, we will ensure that there is an appropriate mechanism which complies with applicable data protection law and which allows any such transfers or hosting. This is most likely to involve entering into a contract governing the transfer which contains the 'standard contractual clauses' approved for this purpose by the European Commission.

Further details of the measures that Uisce Éireann takes in this regard are available from the Uisce Éireann Data Protection Officer, using the contact details indicated above.

Recipients of Data
We may disclose any of your personal data detailed in the "Personal Data Shared by Local Authorities with Uisce Éireann section above to other organisations in connection with the above purposes, in the following circumstances:

- We may share personal data with our agents, contractors and service providers who assist us with the operation of aspects of our water services and functions. This includes our commercial, financial and legal advisers where necessary and appropriate.

Retention
We will only retain your personal data for as long as necessary for the purpose or purposes for which it was obtained, including for the purposes of satisfying any legal, accounting, or reporting requirements. The retention periods differ depending on the type of categories of personal data held.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. Further specific information on our retention practices in relation to the processing activities discussed above is available from the Uisce Éireann Data Protection Officer, using the contact details indicated above.

Security of Your Information
The personal data which we process is held on secure servers. We have adopted appropriate technical and organisational security measures to protect your information from unauthorised access and against unlawful processing, accidental loss, destruction or damage.

Your Rights
You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your personal data:

- **Right to access the data** – You have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.
- **Right to rectification** – You have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.

- **Right to erasure** – You have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.
- **Right to restriction of processing or to object to processing** – You have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.
- **Right to data portability** – You have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.

Please note that these rights are not absolute, and are subject to certain restrictions and exemptions. For example, the right to erasure of personal data will not apply where we have a legitimate reason to continue to hold such data and we may continue to process your personal data, despite an objection by you, where we have compelling legitimate grounds for the processing which override your interests, rights and freedoms.

In order to exercise any of the rights set out above, please contact the Uisce Éireann Data Protection Officer, using the contract details indicated above.

Questions and Complaints
If you have any questions or complaints about our use of your personal data, please contact us using the contact details above.

Further information about data protection can be found on the Data Protection Commission's website: www.dataprotection.ie

You also have the right to lodge a complaint with the Data Protection Commission if you are not happy with the way we have used your information or addressed your rights. Details of how to lodge a complaint can be found on the Data Protection Commission's website.

Appendix A
(Personal data shared by the LA with Uisce Éireann)

Personal Data Sought	**Lawful Basis for Processing**	**Relevance**
Human Resources Information		The disclosure of human resources related information is all relevant to the exercise of management and direction of LA Water Services Staff. Further details on relevance are set out below in respect of each sub-category of HR information.
LA Employee Name	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	The name of the employee is necessary to enable Uisce Éireann to understand who will be under its management and direction. Uisce Éireann cannot exercise management and direction over relevant LA Water Services Staff without knowing who they are.
Occupant ID	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	The Occupant ID generated by the LA is required for the Headcount Management System. The Occupant ID, linked to the name of the LA Water Services Staff, will be required by Uisce Éireann for validation and verification purposes

Personal Data Sought	Lawful Basis for Processing	Relevance
LA Address	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	The LA (and address of the LA) is required in order for Uisce Éireann to understand which LAs employ the relevant LA Water Services Staff. Without this information, Uisce Éireann will not have a full understanding of job roles and location and will not be able to exercise management and direction over LA Water Services Staff.
Employee Location (specific name of office, depot, plant, site etc./Operational area	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	The work location of the LA Water Services Staff is required in order for Uisce Éireann to understand which LA the LA Water Services Staff is employed by and their operational area. Without this information, Uisce Éireann will not have a full understanding of job roles and location and will not be able to exercise management and direction over LA Water Services Staff.
LA Employee business contact details (phone number and email address)	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	These details are relevant in order to enable Uisce Éireann to contact the relevant LA Waters Services Staff for business/work purposes.
Employee Start & Finish Time	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	The start and finish times of employees are necessary to enable Uisce Éireann to exercise management and direction of LA Water Services Staff. Without having an understanding of employee start and finish times, it would not be possible for Uisce Éireann to engage in any rostering of LA Water Services Staff.

Personal Data Sought	Lawful Basis for Processing	Relevance
Next of Kin Information	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	Next of kin information is necessary in connection with exercising management and direction of LA Water Services Staff. Such details allow Uisce Éireann to contact next of kin in an emergency.
Confirmation of whether the LA employee has been issued with a work mobile phone which is used for water services activities	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	Where an LA work mobile phone has been issued to LA Water Services Staff, it is envisaged that the mobile phone will be replaced with a new Uisce Éireann device. Uisce Éireann needs to have these details in order to identify the individuals to whom new devices should issue.
Confirmation of whether the LA employee has been issued with a work laptop which is used for water services activities	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	Where an LA work laptop has been issued to LA Water Services Staff, it is envisaged that the laptop will be replaced with a new Uisce Éireann issued laptop. Uisce Éireann needs to have these details in order to identify the individuals to whom new laptops should issue.
Confirmation of whether the LA employee has been issued with a PC that is used for water services activities	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	Where an LA work PC has been issued to LA Water Services Staff, it is envisaged that the PC will be replaced with a new Uisce Éireann issued PC. Uisce Éireann needs to have these details in order to identify the individuals to whom new PC should issue.

Personal Data Sought	Lawful Basis for Processing	Relevance
Details of time, attendance and leave of LA Water Services Staff (for approvals purposes, including to facilitate LA calculations of salary payments due)	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013. In circumstances where the Local Authority must inform Uisce Éireann that a LA Water Services Staff member is out sick (for scheduling and operational reasons and subject to agreed processes regarding the sharing of such data): (i) (Article 6(1)(b) Contractual Obligation) - where such processing is necessary to comply with the Local Authority employment contract with the Local Authority Water Services Staff member - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Article 6(1)(b) Contractual Obligation). (ii) Article 9(2)(b) (Special Categories of Personal Data for the purposes of employment) - processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment. (iii) Section 46 Data Protection Act 2018 (processing of special categories of personal data for purposes of employment). The processing of special categories of personal data shall be lawful where the processing is necessary for the purposes of exercising or performing any right or obligation which is conferred or imposed by law on the controller or the data subject in connection with employment or social welfare law.	Uisce Éireann will not have access to Local Authority Systems such as Core HR. However, when LA Water Services Staff input their time, attendance and leave on Core HR, Uisce Éireann will need to be provided with a manual print out of the relevant details in order to approve such time, attendance and leave details. This is necessary and relevant to Uisce Éireann exercising management and direction of LA Water Services Staff including that these details are correct for the calculation by the Local Authorities of relevant payment details to LA Water Services Staff. Without these details it would not be clear whether the calculations of LA Water Services Staff salaries (which will be funded by Uisce Éireann) are correct.

Personal Data Sought	Lawful Basis for Processing	Relevance
Training/Fleet Training		The disclosure of training/fleet training information is all relevant to the exercise of management and direction of LA Water Services Staff. Further details on relevance are set out below in respect of each sub-category of training/fleet training information
Employee Name	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	The name of the employee is necessary to enable Uisce Éireann to understand who will be under its management and direction. Uisce Éireann cannot exercise management and direction over relevant LA Water Services Staff without knowing who they are.
Occupant ID	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	The Occupant ID generated by the Local Authorities is currently required for the Headcount Management System. The Occupant ID, linked to the name of the LA Water Services Staff, will be required by Uisce Éireann for validation and verification purposes
Job Title/Role type	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	The job title/role type is necessary to enable Uisce Éireann to exercise management and direction of LA Water Services Staff. It is not possible to exercise such management and direction without knowing the relevant roles and job titles of individual members of staff.

Personal Data Sought	**Lawful Basis for Processing**	**Relevance**
Training Type & Course Completion Dates	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013. Article 6(1)(c) (processing necessary for compliance with a legal obligation) – Uisce Éireann has legal obligations under Section 8 of the Safety, Health and Welfare at Work Act 2005 to provide "*the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees*" Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	These details are necessary in order to confirm whether all staff involved in the delivery of water services (including those who drive a fleet vehicle) have received appropriate training and to verify expiration dates and proof of certification for mandatory and critical training courses. Such details enable Uisce Éireann to ensure that it can provide the appropriate training/fleet training as required. In the absence of these details, there is a material risk that Uisce Éireann would not be compliant with its obligations under the Safety, Health and Welfare at Work Act 2005 to provide the information, instruction, training and supervision necessary to ensure the safety, health, and welfare at work of LA Water Services Staff.
Vehicle Information	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	These details are necessary to ensure that the vehicles in question are appropriate for the functions to which they are assigned. They are also necessary and relevant in ensuring that the vehicle licences of relevant LA Water Services Staff match the vehicles to which they are assigned.

Personal Data Sought	Lawful Basis for Processing	Relevance
Current driving licence information for all employees who drive a fleet vehicle (including confirmation that employee is not currently restricted from driving)	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013. Article 6(1)(c) (processing necessary for compliance with a legal obligation) – Uisce Éireann has legal obligations under Section 8 of the Safety, Health and Welfare at Work Act 2005 to "*managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees*" Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	These details are necessary to enable Uisce Éireann to confirm that all LA Water Services Staff who drive vehicles have the appropriate driving licences in place. In the absence of these details, there is a material risk that Uisce Éireann would not be compliant with its obligations under the Safety, Health and Welfare at Work Act 2005 to manage and conduct work activities in such a way as to ensure the safety, health and welfare at work of LA Water Services Staff.
LA Employee business contact details (phone number and email address)	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	These details are relevant in order to enable Uisce Éireann to contact the relevant LA Water Services Staff for business/work purposes.

Personal Data Sought	**Lawful Basis for Processing**	**Relevance**
Certification expiry date	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013. Article 6(1)(c) (processing necessary for compliance with a legal obligation) – Uisce Éireann has legal obligations under Section 8 of the Safety, Health and Welfare at Work Act 2005 to provide "*the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees*"	These details are necessary in order to confirm whether all LA Water Services Staff have received the appropriate training and to verify expiration dates and proof of certification for mandatory and critical training courses. Such details enable Uisce Éireann to ensure that it can provide the appropriate training as required. In the absence of these details, there is a material risk that Uisce Éireann would not be compliant with its obligations under the Safety, Health and Welfare at Work Act 2005 to provide the information, instruction, training and supervision necessary to ensure the safety, health, and welfare at work of LA Water Services Staff.
Proof of certification provided for mandatory or critical courses (yes/no detail)	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (processing necessary for compliance with a legal obligation) – Uisce Éireann has legal obligations under Section 8 of the Safety, Health and Welfare at Work Act 2005 to provide "*the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees*" Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	These details are necessary in order to confirm whether all LA Water Services Staff have received the appropriate training and to verify expiration dates and proof of certification for mandatory and critical training courses. Such details enable Uisce Éireann to ensure that it can provide the appropriate training as required. In the absence of these details, there is a material risk that Uisce Éireann would not be compliant with its obligations under the Safety, Health and Welfare at Work Act 2005 to provide the information, instruction, training and supervision necessary to ensure the safety, health, and welfare at work of LA Water Services Staff.

Personal Data Sought	Lawful Basis for Processing	Relevance
Where applicable, training or operation restrictions including size (e.g. lorry mounted crane weight restriction under 1,200kg or above) and type of equipment (e.g. hook and sling, clamshell and grabs) used in assessment/delivery of training	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018; and Article 6(1)(c) (processing necessary for compliance with a legal obligation) – Uisce Éireann has legal obligations under Section 8 of the Safety, Health and Welfare at Work Act 2005 to provide "*the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees*" Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	These details are necessary in order to confirm whether all LA Water Services Staff have received the appropriate training relevant to their roles. Such details enable Uisce Éireann to ensure that it can provide the appropriate training as required. In the absence of these details, there is a material risk that Uisce Éireann would not be compliant with its obligations under the Safety, Health and Welfare at Work Act 2005 to provide the information, instruction, training and supervision necessary to ensure the safety, health, and welfare at work of LA Water Services Staff.
Confirmation whether fuel cards are in existence for legacy fleet vehicles (i.e. existing vehicles not managed by LeasePlan)	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	These details are relevant in order to enable Uisce Éireann to issue a new fuel card when legacy fleet vehicles are replaced by vehicles which are subject to the LeasePlan Ireland contract that Uisce Éireann currently has in place.

Personal Data Sought	Lawful Basis for Processing	Relevance
HSQE Data		The disclosure of HSQE Data is relevant to the exercise of management and direction of LA Water Services Staff. It is also relevant to compliance with Uisce Éireann's health and safety obligations. Further details on relevance are set out below in respect of each sub-category of HSQE data.
Lone working device information	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (processing necessary for compliance with a legal obligation) – Uisce Éireann has legal obligations under Section 8 of the Safety, Health and Welfare at Work Act 2005 to provide *"systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health"* Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	Lone working device details are relevant as Uisce Éireann has obligations under Section 8 of the Safety, Health and Welfare at Work Act 2005 to provide safe systems of work for LA Water Services Staff.
List of permits that water services currently have and use including (i) permit issuer requirements, permit acceptance and sign off requirements (this will only constitute personal data to the extent that completed permits include e.g. the name of the person doing the work which is the subject of the permit and/or signatures of individuals on the permit)	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013. Article 6(1)(c) (processing necessary for compliance with a legal obligation) – Uisce Éireann has legal obligations under Section 8 of the Safety, Health and Welfare at Work Act 2005 to provide *"systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health"*	These details assist on future site safety statements, compliance and to ensure continuity to operational activities. These details are relevant as Uisce Éireann has obligations under Section 8 of the Safety, Health and Welfare at Work Act 2005 to provide safe systems of work for LA Water Services Staff.

Personal Data Sought	Lawful Basis for Processing	Relevance
Asset Operations		The disclosure of Asset Operations Data is relevant to the exercise of management and direction of LA Water Services Staff. Further details on relevance are set out below in respect of each sub-category of Asset Operations data.
Name of scheduler and supervisor/engineer	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	In order for Uisce Éireann to discharge its water services responsibilities, it is necessary to have understanding, visibility and contact with the operational areas, people and crews involved in managing, completing and scheduling the day to day work load involved in the provision of water services. This includes the name of the scheduler and supervisor/engineer.
Contact information of scheduler	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	In order for Uisce Éireann to discharge its water services responsibilities, it is necessary to have understanding, visibility and contact with the operational areas, people and crews involved in managing, completing and scheduling the day to day work load involved in the provision of water services. This includes business contact information for the scheduler.
Details of depots from which crew work.	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	In order for Uisce Éireann to discharge its water services responsibilities, it is necessary to have understanding, visibility and contact with the operational areas, people and crews involved in managing, completing and scheduling the day to day work load involved in the provision of water services. This includes details of the depots from which the crews work.

Personal Data Sought	Lawful Basis for Processing	Relevance
Crew name/designation	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	In order for Uisce Éireann to discharge its water services responsibilities, it is necessary to have understanding, visibility and contact with the operational areas, people and crews involved in managing, completing and scheduling the day to day work load involved in the provision of water services. This includes the crew name/designation.
Discipline of crew (water/waste/both)	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	The discipline of crew (e.g. whether it is water/waste or both) is necessary to enable Uisce Éireann to exercise management and direction of such crew. It is not possible to exercise such management and direction without knowing the disciplines of the relevant crew.
Hand held unit number/user name)	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	In order for Uisce Éireann to discharge its water services responsibilities and to exercise management and direction of LAWater Services Staff, it is necessary to have knowledge and visibility of any hand held units operated by LA Water Services Staff.
Crew lead name, contact number. Contact email and (if available) normal crew compliment	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	In order for Uisce Éireann to discharge its water services responsibilities, it is necessary to have understanding, visibility and contact with the operational areas, people and crews involved in managing, completing and scheduling the day to day work load involved in the provision of water services. This includes the crew lead name, contact number, email address and normal crew compliment.

Personal Data Sought	Lawful Basis for Processing	Relevance
Normal working hours for crew	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	In order for Uisce Éireann to discharge its water services responsibilities and exercise management and direction over LA Water Services Staff, it is necessary to have understanding and visibility of the normal working hours of the crew. Without having an understanding of normal working hours of crew, it would not be possible for Uisce Éireann to engage in any rostering of such crews.
Confirmation as to whether crews cover out of hours calls when required/rostered	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013.	In order for Uisce Éireann to discharge its water services responsibilities and exercise management and direction over LA Water Services Staff, it is necessary to have understanding and visibility of which crews may cover out of hours calls when required/rostered. Without having an understanding of these details, it would not be possible to engage in any rostering of such crews for out of hours calls.
Records relating to an LA Water Services Staff member who wishes to transfer employment to Uisce Éireann. Such records shall include payroll, terms and conditions and pension information.	Article 6(1)(e) (processing which is necessary for a task carried out in the public interest or in the exercise of official authority) – performance of Uisce Éireann's statutory functions under the Water Services Acts and Section 38(1) of the Data Protection Act 2018 Article 6(1)(c) (Processing necessary for compliance with a legal obligation) arising from a request under Section 26 Water Services Act 2013 Article 6(1)(b) Contractual Obligation) - where processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract	Information required by Uisce Éireann in order to provide an offer of employment to the LA Water Services Staff member.