



# Privacy Policy

## Summary

Tipperary County Council's Online Consultation Portal is a free service provided to enable participation in public consultations. The portal publishes consultations to which you can make submissions, receive messages about consultations, read and interact with published submissions.

Tipperary County Council fully respects your right to privacy. The Council will not collect any personal information about you on its websites without your clear permission. Any information, which you submit via Tipperary County Council's websites will be treated with the highest possible standards of security and confidentiality, strictly in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This privacy statement sets out how Tipperary County Council (Data Controller) and CiviQ (the Data Processor and the company that runs the online consultation portal service) processes your personal data, secures this personal data, and the various policies that adheres to General Data Protection Regulation.

The Council reserves the right to amend the scope of the privacy statement at any time which may include or exclude other sites or platforms.

## Identity and the contact details of the controller:

The Data Controller is Tipperary County Council, Civic Offices, Emmet St., Clonmel | Civic Offices, Nenagh, Co. Tipperary

Contact details of the data protection officer:

- Data Protection Officer email: [dataprotection@tipperarycoco.ie](mailto:dataprotection@tipperarycoco.ie)
- Phone: 0818 06 5000

## Identity and the contact details of the processor:

The Data Processor is CiviQ, Digital Office Centre, Maynooth Business Campus, Straffan Road, Maynooth, Co. Kildare, W23 W5X7

- email: [info@civiq.eu](mailto:info@civiq.eu)
- Phone: (01) 9609042

## How we collect your information

The Online Consultation Platform, known as the "platform", and the data processor, CiviQ, collects personal information from you on our behalf, to facilitate your responses to public consultations and engagement with other respondents. Your data is collected in the following ways:

Directly from your written input to the platform via the registration form, submission forms, survey forms and

- comment boxes;
- Automatically through the platform's technologies including tracking online, such as by web cookies (which are small text files created by websites that are stored on your computer)

## **The information you provide**

We collect the following information about you from your use of the platform:

### **Information you provide directly to us:**

- Contact details, including your name, email address, postal address, website and telephone number;
- Organisational affiliation if you are registering an organisation or a company;
- Gender, access needs and age (optional);
- Usernames and passwords;
- Website security roles to allow you to securely perform some limited functions within the CiviQ platform;
- Data that you submit in your consultation submissions, survey responses, application form submissions, comments, emails, feedback about the platform, indicators of support to other users, and other content you provide via the platform;
- Consent to receive emails from subscriptions, notifications and messages including date and time of consent;
- Logging acceptance of the Privacy Policy and other Terms and Conditions;
- Audit of moderation tasks on your submission

If you make a submission to some types of consultation, there is or may be a requirement to provide your name and address. The platform therefore requests these details at log in to facilitate your participation in all types of consultation, in an efficient and effective manner.

Some types of communications from the platform require your consent. These include messages and notifications. You may choose to receive notifications about consultations; system messages and notifications or withdraw consent to the same.

### **Information that is Automatically Collected**

We may automatically collect certain information about the computer or devices (including mobile devices or tablets) you use to access the Services. Such information includes:

- Account creation and last log-in date and time;
- Tracking codes, such as cookies. A cookie is a small text file that is placed on your computer when you visit a website, that enables us to: (a) recognize your computer; (b) store your preferences and settings; (c) understand the web pages of the Services you have visited and the referral sites that have led you to our Services; (d) perform searches and analytics; and (e) assist with security administrative functions.
- IP address
- With your consent using optional analytics cookies, device information such as:
  - Location information (by country and city)

- Unique device identifiers
  - IMEI and TCP/IP address
  - browser types,
  - browser language
  - screen resolution
  - operating system,
  - mobile device carrier information, and
- With your consent using optional analytics cookies, information related to the ways in which you interact with the Services such as:
    - city, region, country, longitude/latitude (latitude and longitude are often near the centre of population. These values are not precise and cannot be used to identify a particular address or household.)
    - browser, browser version, device type, operating system, user agent
    - date, time, time zone
    - pages visited (page URLs and page titles)
    - screens visited
    - referrer URL
    - marketing campaign URL parameters
    - files clicked and downloaded
    - links to an outside domain that were clicked
    - screen resolution
    - session recording storing the HTML page, and all mouse events (movements, scrolls, locations and clicks), and keypresses
    - search terms used on an internal mobile's or web properties' search engine
    - custom dimensions and custom variables (any personal or non-personal data the controller wishes to process)
    - custom events
    - content pieces
    - JavaScript errors
    - User ID

This platform uses MTCaptcha to ensure the security of the platform and protect against spam and abuse. These cookies do not track individuals and does not collect or store personally identifiable information. Data collected is used solely for security purposes and to prevent fraudulent activities. See See MTCaptcha's Captcha Plugin Privacy Policy

## What we need and why we need it

We may use information we hold about you in the following ways:

- **Information you give us.** We will use this information:
  1. to carry out our obligations to process your responses to public consultations;
  2. to provide you with information;
  3. to notify you of confirmation that we have received your response to a consultation;
  4. to notify you about changes to any of our services;
  5. to ensure that content from the platform is presented in the most effective manner for you and for your computer;
- **Information collected about you by the platform.** This information is used:
  1. to administer the platform and for internal operations, including troubleshooting and testing.
  2. to improve the platform to ensure that content is presented in the most effective manner for you and for your computer or mobile device;
  3. to keep the platform safe and secure; and
  4. to help improve the reach and inclusiveness of public consultations using third party services such as Matomo Analytics.

## Our legal basis for using your information

The main legal basis for processing your personal data is that such processing is (i) necessary for us to comply with our legal obligations and/or (ii) necessary for us to carry out our tasks in the public interest and/or in the exercise of official authority vested in us.

We ask for your consent with regard to certain types of communications and notifications.

## How long we hold your data

We will retain your data until such time as required by the National Retention Policy or, where consent was received as a legal basis, until you remove your consent. You can manage your consent settings for communications, notifications and messages via the Manage Consent page on the platform at <https://yoursay.tipperarycoco.ie/en/user/consent>.

You may exercise any of your rights outlined in the Privacy Policy by emailing us at [dataprotection@tipperarycoco.ie](mailto:dataprotection@tipperarycoco.ie)

## Storage of your information, international data transfers and security

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our platform, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

The transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data whilst in transit to our platform. Any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to prevent unauthorised access.

Data that you provide to us via this platform is stored within the EU. Some services required for the ensuring security of the platform may require transfer of some limited information about you to our service providers and other organisations outside the European Economic Area (EEA), for example IP address. For transfers of such data to third parties outside of the EEA, we ensure safeguards are in place to ensure an adequate level of data protection through EU Standard Contractual Clauses or other recognized compliance standards for the lawful transfer of Customer Data outside the EEA.

## **Disclosure of Your Information**

Some third parties may occasionally have access to areas of the platform where your data is stored for the purposes of providing the platform service, development, testing and fixing of the platform. In these cases, the third parties will also be bound by data protection agreements that comply with the GDPR.

## **Automated decision-making**

Your personal data is not used for any automated decision-making.

## **Cookies**

Please note that you can change your settings to notify you when a cookie is being set or updated, or to block cookies altogether. Please consult the "Help" section of your browser for more information. Please note that by blocking any or all cookies, you may not have access to certain features or offerings of the Services. Information on how to change your cookie preferences is available in the Cookie Policy.

## **Your rights**

You have certain rights in relation to your personal information that is processed by us. These rights are listed below. These rights are not absolute and apply subject to certain conditions. For example, your rights may include:

- the right to access personal data held by us about you;
- the right to require us to rectify any inaccurate personal data held by us about you;
- in certain circumstances, the right to require us to erase personal data held by us about you;
- in certain circumstances, the right to restrict our processing of personal data held by us about you;
- in certain circumstances, a right to receive personal data which you have provided to us in a structured, commonly used and machine readable format. You may also have the right to require us to transfer this personal data to another organisation, at your request;
- the right to object to our processing of personal data held by us about you (including for the purposes of sending marketing materials to you); and
- the right to withdraw your consent, where we are relying on it to use your personal data

To exercise these rights please contact [dataprotection@tipperarycoco.ie](mailto:dataprotection@tipperarycoco.ie). For further information please visit the Data Protection section of the Council's website.

Some rights you can exercise directly on the platform via your Personal Account page; My Submissions Page; Manage Consent page; and by checking certain boxes on the consent forms we use when collecting your personal information. These facilitate you keeping your personal details up to date and prevent certain types of processing.

With regard to communications, if at any point you wish to review or change your preferences, you can use the 'opt-out' or 'unsubscribe' mechanism or other means provided within the communications that you receive from us. Note that you may still receive transactional communications regarding your submissions.

To inquire about or exercise other rights please email the data controller. CiviQ will action any instructions from the data controller with respect to your request.

## **Obligation to provide personal data**

In order to provide certain services to you, the Council requires your personal data, and cannot provide the services without this data. Where the council requires this data it will be made clear to you on application for these services, what personal data will be required to be held and processed by the Council.

## **Changes to this policy**

We reserve the right to modify the Privacy Policy at any stage. If and when we make changes to our privacy policy, we will share details of these changes on this page. Please continue to check this page to ensure that you are always aware of any changes.

## **Concerns or complaints**

If you have any concerns or complaints about the processing of your personal data or Tipperary County Council's responses to regarding your personal data, you have the right to lodge a complaint to the Office of Data Protection Commissioner, [info@dataprotection.ie](mailto:info@dataprotection.ie). For further information please visit the Data Protection section of the Council's website.

For further assistance on Data Protection contact:

### **Data Protection Officer**

Tipperary County Council

Civic Offices

Emmet St.

Clonmel

County Tipperary.

Tel: 0818 06 5000

Email: [dataprotection@tipperarycoco.ie](mailto:dataprotection@tipperarycoco.ie)

*10th March 2026*