

## **Background**

The Inter-Agency Emergency Management Office (IAEMO) is funded by five agencies:

An Garda Síochána  
Health Service Executive  
Cork City Council  
Cork County Council  
Kerry County Council

These agencies are listed as Local Competent Authorities (LCA) under Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulation 2015 (COMAH) and Principal Response Agencies (PRA's) under the Framework for Major Emergency Management (MEM).

The office provides:

- support on a full time basis to the participating agencies in the consideration and implementation of their responsibilities in planning and preparing for their response to Major Emergencies in the Cork & Kerry Area.
- Undertake work on behalf of the RWG and other subgroups in relation to Major Emergency Management.
- Undertake work on behalf of the Regional Steering Group, (RSG).
- Co-ordinate the preparation of mandatory External Emergency Plans (EEPs) for SEVESO/COMAH sites.
- Review and issue the completed Regional Emergency Management Documents to nominated individuals within the Principle Response Agencies, (PRA's).
- Co-ordinate and develop liaison between the participating agencies and the voluntary agencies

The Inter-Agency Emergency Management Office is governed by the policies and regulations of the Health Service Executive (HSE) with regards to Data Protection Legislation and EU General Data Protection Regulation 2018.

The HSE has appointed a Data Protection Officer to oversee the HSE's compliance with its data protection obligations. The HSE Data Protection Officer (DPO) can be contacted directly, here:

Email address: [dpo@hse.ie](mailto:dpo@hse.ie)

## **Scope**

The scope of this document is to outline how the personal information (such as names, job titles and contact details) held by the IAEMO for the purpose of COMAH and Framework for Major Emergency Management is gathered and retained.

## **Process**

### **What information does the IAEMO collect**

The IAEMO gathers the following information on behalf of the Principal Response Agencies/Local Competent Authorities.

- Contact names, mobile/landline numbers and email addresses for key staff involved in the activation of an External Emergency Plans at Upper and Lower Tier Sites
- Contact names mobile/landline numbers and email addresses for neighbouring lands likely to be affected by the activation of the External Emergency Plan Upper and Lower Tier Sites
- Contact names, mobile/landline numbers and email addresses for key staff involved in the activation of Inter Agency Emergency Plans for Airports and Tunnels (road and rail) across the Cork and Kerry Region.

The IAEMO gathers the names, job titles and contact details for key emergency management personnel within

- the five Principal Response Agencies and
- other agencies who assist the Agencies in under the MEM Framework. (Other agencies include, Defence Forces, Voluntary Emergency Services, Port Authorities, Airport Authorities, Utility Companies and Transport Authorities).

### **Why does IAEMO collect this data?**

Under Part 4 Reg16(2) Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulation 2015 Local Competent Authorities are required to prepare and exercise External Emergency Plans for all Upper Tier Seveso sites.

Where an incident occurs at a COMAH site and the External Emergency Plan is activated the Principal Response Agencies will use the information in the plan to contact the site operator and assess the incident.

The IAEMO may also require the above information from Lower Tier sites when carrying out Risk Assessments for the Region as part of the MEM Framework. The information gathered allows the Principal Response Agencies to understand the risks within the region and provide information to responding services in the event of an incident.

The IAEMO also holds contact information for key Emergency Management personnel within the Principal Response Agencies and other agencies. This is to assist the Principal Response Agencies to meet their obligations in preparing for and responding to Major Accidents at COMAH establishments, Major Emergencies and other events listed under the Framework for Major Emergency Management Framework.

#### **Who has access to the data?**

Information provided to the IAEMO is shared with Emergency Management personnel in the five stakeholder agencies:

- An Garda Síochána
- Health Service Executive
- Cork County Council,
- Cork City Council,
- Kerry County Council,

Information may also be shared with other agencies with specific responsibilities to critical infrastructure who may be required to respond to a Major Accident or incident under the MEM Framework.

Information is also shared with Health & Safety Authority and Environmental Protection Agency who have specific responsibilities listed under COMAH for Upper and Lower Tier Seveso sites.

#### **How does the IAEMO protect this data?**

All draft and final versions of documents are stored on a secure document management site. This system can only be accessed by authorised personnel.

The documents available to the public during the public consultation period of the External Emergency Plan is redacted to remove the names and contact details of persons listed in the External Emergency Plan.

#### **How long will the IAEMO keep this data?**

Information is stored as per the IAEMO retention schedule

- Personal Data in documents relating to an External Emergency Plan details are archived after 3 years and destroyed after 6 years
- Contact details for personnel in Principal Response Agencies and other agencies are kept until superseded and then destroyed.

#### **Your rights**

Under certain circumstances, by law you have the right to

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply to have a right to restrict the processing.
- **Right of portability** – where certain conditions apply, you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** – you also have the right to be subject to the legal effects of automated processing or profiling.
- **Right to review:** in the event that the HSE's refuses your request under rights of access, we will provide you with a reason as to why.
- **Withdraw your consent** – where you have consented to receiving emails or newsletters you may withdraw your consent at any time

If you wish to exercise any of these rights, then please submit a request, to HSE Consumer Affairs at:  
[www.hse.ie/eng/services/yourhealthservice/info/contact/](http://www.hse.ie/eng/services/yourhealthservice/info/contact/)