



Data Privacy Statement – Carlow County Council

Motor Tax

Who we are and why do we require your information?

Carlow County Council is a democratically elected organisation whose principal function is to provide a broad range of services in areas such as Housing, Roads & Transportation, Public Lighting, Water Services, Economic Development & Tourism, Planning & Sustainable Development, Environmental Protection, Heritage & the Arts, Library Services, Community & Culture, Recreation & Amenity, Fire Services, Sports Development, Age Friendly, Children & Young People Initiatives, Financial Management and Customer Services Development.

In performing its functions, Carlow County Council is required to collect and process significant amounts of "personal data" within the meaning of the General Data Protection Regulations [GDPR] and of the Data Protection Acts 1988 to 2018. The Council respects the privacy rights of those whose personal data we process and we are conscious of our obligations under the Data Protection Acts.

This is the Privacy Statement for the Motor Taxation Department, Carlow County Council whose functions are carried out on behalf of the Department of Transport, Tourism and Sport (DTTAS). Full details of the DTTAS Data Protection policy setting out how they will use your personal data as well as information regarding your rights as a data subject are available at <https://www.gov.ie/en/publication/fdde77-data-protection>.

Details of this policy are also available in hard copy upon request by emailing dataprotection@dttas.gov.ie or in writing to Data Protection Unit, Department of Transport, Tourism and Sport, Leeson Lane, Dublin D02 TR60. <https://www.gov.ie/en/publication/fdde77-data-protection>.

Carlow County Council requires customers to provide certain personal data in order to carry out our legislative and administrative functions for Motor Tax on behalf of the Department of Transport, Tourism & Sport. Carlow County Council will treat all information and personal data you provide as confidential, in accordance with General Data Protection Regulations and Data Protection legislation.

Why do we have a privacy statement?

Carlow County Council has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with our Motor Tax Department, that we will ensure the security of the data you provide to us.

Carlow County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Carlow County Council's commitment to you is that the personal data you may be required to supply to us is: -

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for the purposes for which it was obtained
- Recorded, stored accurately and securely and where necessary kept up-to-date
- Kept only for as long as is necessary for the purposes for which it was obtained
- Kept in a form which permits identification of the data subject
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

Data Protection Policy

Carlow County Council has a detailed Data Protection Policy which goes into more detail on how we as a public body are committed to ensuring the security of any personal data you provide to us. Full details of the policy can be found at <http://www.carlow.ie/wp-content/documents/uploads/Data%20Protection%20Policy%20GDPR%20Carlow%20Co%20Co%2013th%20June%202018.pdf>

What personal data do we need?

The types of personal data you may be asked to supply can be categorised as follows:

- Contact details to allow for efficient communication
- Details of your personal circumstances which you are required by law to supply as part of your application for a service offered by Carlow County Council
- Your own financial details which you are required by law to supply as part of your application for a service offered by Carlow County Council

The types of personal data applicants may be required to furnish include some or all of the following data:

- Name and address
- Vehicle Registration number
- Signature, Date and Contact number
- Insurance details
- Credit Card details
- Bank Branch, Bank Sort Code, Bank Account number, BIC and IBAN number
- VAT Reference Number/PPS Number/Charity Ref. Number
- Tax Clearance Access Number/Company Registration Number
- PSV Licence

Sharing Information

The Council may share your information internally (within the Council) in accordance with statutory obligations. In addition, the Council may share your information with third parties in accordance with statutory and regulatory obligations.

Carlow County Council is joint Data Controller with the Driver & Vehicle Computer Services Division, Department of Transport, Tourism and Sport, Shannon, Co. Clare and all data submitted to Motor Tax Department, Carlow County Council is updated to their I.T. Systems.

The staff of the Motor Taxation Department may under legislation, share, request or obtain information with or from the following bodies:

- Other Council Departments
- Other Local Authorities
- Government Departments
- An Garda Síochána
- Solicitors, for the purpose of legal proceedings

Legal and Regulatory Obligations

The legal basis and legitimate interest for processing personal data are included in:

- Section 107 of Local Government Act 2001
- Accounting Code of Practice and Regulations for Local Authorities
- Audit Requirements
- Roads Acts
- The Finance Acts and associated regulations and directives

Records Retention Policy

Carlow County Council's practices in relation to the retention of personal data are guided by the Local Government Management Agency's (LGMA) National Retention Policy for Local Authority Records and any updates that are issued by the LGMA. Copies of this document are available at <https://www.lgma.ie/en/publications/corporate/national-retention-policy-for-local-authority.pdf>.

Contact Details

In order to communicate with you, contact details will be requested of you. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate.

Your Data Protection Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of personal data held by Carlow County Council. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.

To exercise these rights, you should contact Carlow County Council (Data Controller), Contact Details are as follows:

Phone: +353 59 9170340

E-mail: dpo@carlowcoco.ie

Website: www.carlow.ie

Postal Address: Carlow County Council, County Buildings, Athy Road, Carlow R93 E7R7

Right to Complain to the Office of the Data Protection Commissioner

If you are not satisfied with the outcome of the response you received from Carlow County Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner's website is www.dataprotection.ie or you can contact their office at:

Lo Call Number:	1890 252 231
E-mail:	Info@dataprotection.ie
Postal Address:	Data Protection Commissioner, Canal House, Station Road Portarlinton, Co. Laois. R32 AP23

Review

This policy will be reviewed regularly in light of any legislative or other relevant indicator.

UPDATED: 12/11/2019