



## Resident Parking Permits – Data Subject Notification

**Data Protection Acts 1988 -2018 (as amended) and the General Data Protection Regulations (GDPR)**

**Resident Parking Permits**

**Data Subject Notification**

### **Background**

The purpose of this notification is to set out some information regarding the collection and processing of your information by Carlow County Council. During our activities we will collect, store and process personal data about our customers Carlow County Council is the data controller in respect of this data.

Carlow County Council creates, collects and processes a significant amount of 'personal data' and 'sensitive personal data' in various multiple formats daily. Our commitment is to ensure that the personal data supplied is:

- Obtained lawfully, fairly and in a transparent manner
- Collected for only specified, explicit and legitimate purposes,
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained,
- Recorded, stored accurately and where necessary kept up to date,
- Kept for no longer that is necessary, and, in a form, which permits identification of the data subject,
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing of the data.

For full details of the collection, processing and sharing of your personal data by us and your rights in this regard, please see our full Privacy Notice on the website; <http://www.carlow.ie/privacy/>

## **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 data we collect and process**

The types of personal data that we will collect, and process includes name, address, proof of address and copy of car insurance, Drivers Licence, Vehicle Licensing Certificate.

## **Why do we collect this personnel data**

We collect and process this information in order to manage and administer the relationship between you and us for the purpose of processing your resident parking permit application

## **Lawfulness of processing**

We process this personal data under Article 6(1)(e) GDPR and in the exercise of official authority vested in us as the controller under the Road Traffic (Traffic & Parking) Regulations 1997 and Carlow County Council's Parking Control (Pay Parking) Bye-Laws 2010.

## **Sharing of Personal Data**

Carlow County Council may share personal data submitted as part of your application with other third parties where required to do so by law. Where this is required Carlow County Council shall have regard to the security and integrity of the data and will minimise the data shared.

Your data is shared internally within the Traffic Department of Carlow County Council and for audit purposes by both the Local Government Auditor and the City Council's internal auditor.

Carlow County Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR.

## **Records Retention Policy**

Carlow County Council 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 these documents are available here; <http://www.carlow.ie/wp-content/documents/uploads/National%20Retention%20Policy%20for%20Local%20Authority.pdf>

If you have any questions regarding our processing of your Personal Data, our Data Protection Officer can be contacted:

**Phone:** +353 59 9170340

**E-mail:** [dpo@carlowcoco.ie](mailto:dpo@carlowcoco.ie)

**Website:** [www.carlow.ie](http://www.carlow.ie)

**Postal Address:** Carlow County Council, County Buildings, Athy Rd., Carlow R93 E7R7

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