



Licensed Haulage Support Scheme 2023

Privacy Notice

Part A:

We are fully committed to keeping all personal data submitted to us safe and secure. All necessary technical measures have been put in place to ensure the safety and security of the systems which hold your data.

Being open and transparent in how we process your personal data is important to us and therefore we aim to keep you informed of the purpose(s) for which your personal data will be used and why, where it may be shared elsewhere and why, and how long your data may be held by the Department.

Data Controller and Data Protection Officer

The Department of Transport is the Data Controller for the Licenced Haulage Support Scheme 2023 (the Scheme).

The Department has its Headquarters in Leeson Lane, Dublin D02 TR60. It has appointed a Data Protection Officer ('DPO') for you to contact if you have any questions or concerns around the Department's personal data policies or practices. The Department's DPO contact details are as follows:

Data Protection Officer
Department of Transport
Leeson Lane Dublin
D02 TR60L
+353 (85) 879 7044
dataprotection@transport.gov.ie

Please contact the DPO with any queries you may have in relation to this privacy notice for the Licensed Haulage Support Scheme 2023.

Personal data processed by the Department will only be used for the specific purpose(s) as outlined when the data is collected, or in later communications, and will only be used in accordance with the Data Protection legislation in force.



Data Subject Rights

When you provide personal data to us you have certain rights available to you in relation to that data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, as detailed above, indicating which right you wish to exercise:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Finally, as a data subject, should you be unhappy with the provision of information in this notice you can make a complaint to the Data Protection Commission, which is Ireland's Supervisory Authority for data protection matters.

Part B:

Information Specific to the Data Being Collected in the Licensed Haulage Support Scheme 2023:

The following data is specific information in relation to the personal data processed for the purposes of this Scheme:

Specific Purpose:

The Department of Transport will require applicants to supply information for the purposes of administering and making payments under the Scheme; complying with any applicable laws, legal and regulatory obligations; and overseeing and reviewing the operation of the Scheme. The Department will be involved in the day-to-day processing of applications and information, including personal data, for the Scheme. The Department will maintain governance and oversight of the Scheme, which may involve auditing activities and other related processes. Applicants with queries or requests relating to



the processing or collection of information for these purposes can contact the Department's Data Protection Officer at dataprotection@transport.gov.ie.

The lawful basis for the processing of your personal data is Article 6.1 of the General Data Protection Regulation (GDPR). Applicants provide explicit consent for the use of their data for the purpose of the Scheme as part of the application form. A 'legal obligation' exists as public funding may be provided, and the Department of Transport must adhere to EU State Aid rules. Processing is necessary for the exercise of official authority vested in the Department.

Recipients

The Department is the recipient of personal data processed under the Scheme.

Within the Department the primary recipient is the Road Transport - Operator Licensing & Freight Policy Division, which has responsibility for administering the Scheme.

A limited number of other Divisions within the Department may also be recipients of personal data relating to the Scheme, where deemed appropriate and absolutely necessary for the purposes of administering the Scheme. For example, the Department's Finance Division will require access to certain data to check tax compliance for each applicant with the Revenue Commissioners and to set up applicants on the Department's financial management system in order to enable payments under the Scheme.

Transferred outside the EU/EEA and countries with which there is no adequacy agreement

The personal information you provide in this form is not transferred outside the EU/EEA or to a country that does not have an Adequacy Agreement with the EU.

Retention Period

The data collected for this purpose will be held by the Department only as long as there is a business need to do so in line with the purpose(s) for which the personal data was collected and in fulfilment of the Department's obligations under the National Archives Act 1986 and under the European Union Temporary Crisis Framework for State aid measures to support the economy following the aggression against Ukraine by Russia (the TCF).



Should your application be successful, details will be retained by Department of Transport for 10 years following the final grant payment and will then be destroyed subject to permission from the National Archives. Unsuccessful applications will be deleted with the consent of the National Archives after 2 years.

It is expected that core records from the Scheme will be retained for 30 years from the date on which the last grant aid was awarded, and then transferred to National Archives.

Technical Information on data collected

Technical information on the cookies used on our website is available on <https://www.gov.ie/en/help/privacy-policy/?section=cookies>

The applicant, and the Department of Transport shall have regard to their statutory obligations under current data protection legislation. In this regard, in so far as the Department processes personal data for the purpose of this application, the Department shall comply with its obligations as data controller under the GDPR.

Personal data supplied to the Department of Transport in relation to the Scheme by the applicant may be processed by the Department and may be shared with other Government bodies for the purposes of the correct administration of the Scheme. In particular, the Department of Transport will check the tax clearance status of each applicant with the Revenue Commissioners via its Revenue Online Service (ROS) to ensure compliance with the Scheme's eligibility criteria and its terms and conditions.

As per Section 3 of the TCF, the Department has an obligation to publish relevant information on each individual aid above €100k granted under the Scheme on the EU Commission's IT tool within 12 months from the moment of granting. Grant awards may be published on the European Commission's Transparency Module including:

- the name of the grantee;
- region in which the beneficiary is located;
- grant amount expressed as full amount in national currency;
- granting authority and date of granting.



The Department of Transport may share information provided in the Application Form or pursuant to the Scheme with Government Departments and/or Government Agencies, in the event that information is required from those organisations to ensure compliance with State Aid rules and/or national legislative requirements.