An Roinn Iompair,
Turasóireachta agus Spóirt
Department of Transport,
Tourism and Sport

Data Protection Privacy Notice for Department of Transport, Tourism and Sport Carbon Tax Round Greenway application form 2020

This information may not fully replace all existing Data Protection information which appear in current terms and conditions on our forms and should be read as additional data protection information to be provided to the customer/data subject.

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, Tourism and Sport has two data Controllers:

1. The Department of Transport, Tourism and Sport
2. The Driver and Vehicle Computer Services Division of the Department

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

Data Protection Officer

Department of Transport, Tourism and Sport,

Leeson Lane

Dublin D02TR60

Ph: 00353 (1) 604 1440

Email: dataprotection@dttas.gov.ie

Please contact the **Department's** DPO with any queries you may have in relation to this privacy statement for the Greenway Carbon Tax 2020 Application Form.

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 the Data Protection Commission, which is Ireland's Supervisory Authority for data protection matters.

Part B: Information Specific to the Data Being Collected in Form []

Local Authorities and agencies officer's name, role and phone numbers including mobile numbers are included in the Greenways Carbon Tax Round 2020 application form. This information is needed for the purposes of the administration of Greenways Carbon Tax Round call for proposals 2020.

Specific Purpose:

The Application Form will be used to establish contact details for Local Authorities and State Agencies who are putting forward a Greenway project in response to the 2020 Carbon Tax Round call.

Certain personal data is needed to process this application form correctly.

Legal Basis:

There is a legal basis for the collection and processing of the personal data in the "Greenways Carbon Tax 2020 Application Form". The collection and processing of the personal data in the "Greenways Carbon Tax Application Form 2020"is necessary for the effective performance of a task carried out in the public interest and in the exercise of official authority vested in the Department namely the administration of the Greenway Carbon Tax Call for Proposals 2020. Certain personal data is needed to process this form correctly in adherence with Greenway Carbon Tax 2020 application process.

Recipients:

Department of Transport, Tourism and Sport Greenways Unit will receive the data.

Categories of personal data include name, role and phone numbers including mobile numbers of Local Authority and State Agency employees making applications on behalf of their organisations.

Other recipients of data could be the Expert Assessment Panel that includes employees of Fáilte Ireland, Sports Ireland and Westmeath County Council. The panel may have access to e-mails and phone numbers when looking at online applications.

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. After this time it will be marked for destruction and will be destroyed in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permission received from them or in line with other statutory requirements for destruction.

Data provision being statutory or contractual obligation

The personal data provided for this purpose is being requested under the requirements of Procedures and Practices in Government Accounting. If the information requested in this form is not provided, your application **cannot** go any further in the process.

Automated decision making

Automated decision making is not part of the processing of the personal data included in the form Department of Transport, Tourism and Sport Carbon Tax Round Greenway application 2020.

Technical information on data collected

Technical information on the cookies used on our website is available on www.dttas.gov.ie/dataprotection