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Roscommon
County Council



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ROSCOMMON COUNTY COUNCIL

Privacy Statement

National Regional Roads Office

February 2019

Version Control

Department	Corporate Services			
Service	Data Protection			
Document Title	Privacy Statement – National Regional Roads Office			
Document Reference No.	DP-2-13			
Version No.	V.1			
Prepared By.	Brian Duffy, Data Protection Officer	Date:	February 2019	
Approved By.	Management Team	Date:	08/02/2019	
Revisions:				
Version No.	Revised by	Date	Approved by	Date

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1.0 Introduction

The National Regional Roads Office supports Roscommon County Council's commitment to develop a sustainable transport network that caters for the future needs of County Roscommon. It achieves this through providing the services/functions necessary for the following:

- Progressing major and minor schemes on the National Primary and Secondary routes in County Roscommon through the various stages of the TII Project Management Guidelines;
- Design of pavement improvement schemes on the National Primary and Secondary routes in County Roscommon; and
- Services provided on National routes in conjunction with TII Network Operations such as Regional Trench Reinstatement Inspections and Non-native Invasive Alien Species survey and treatment contract administration etc.

2.0 Purpose of Privacy Statement

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data the National Regional Roads Office may collect about individuals, why it is needed, how it is used and how individuals may interact with the National Regional Roads Office in relation to their personal data. It also outlines the rights of individuals under data protection legislation in relation to the processing of their personal data.

3.0 Definitions

For the purposes of this privacy statement the following definitions apply:

- **Data Subject:** is an individual who is the subject of personal data.
- **Personal Data:** any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

- **Special Categories of Personal Data:** is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership; genetic data; biometric data processed for the purpose of uniquely identifying a natural person; data concerning health and data concerning a natural person's sex life or sexual orientation.

4.0 Scope

This statement applies to all personal data processed by the National Regional Roads Office in physical or electronic format. This data primarily relates to:

- landowners and members of the public impacted/affected by the various projects being progressed by the National Regional Roads Office; and
- contractors, consultants, advisors and other specialists employed by Roscommon County Council on national road projects.

5.0 Data Protection Policy

The National Regional Roads Office processes personal data in various formats on an on-going basis. Roscommon County Council is committed to ensuring that personal data processed by the National Regional Roads Office is:

- Obtained lawfully, fairly and in a transparent manner;
- Obtained for specified, explicit and legitimate purposes only;
- Adequate, relevant and limited to what is necessary for purpose 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 in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

Roscommon County Council has a Corporate Data Protection Policy which goes in to more detail as to how it intends meeting these commitments. A copy of this document can be accessed [here](#).

6.0 What Personal Data is Processed

Details of personal data processed by each of the services/functions of the National Regional Roads Office are contained in the following tables:

Table 6.1	
Service/Function	Personal Data Processed
Public Consultations and Submissions Received from the Public	<ul style="list-style-type: none"> • Name • Postal Address • Contact Details (Phone no., e-mail address)

Table 6.2	
Service/Function	Personal Data Processed
Land Acquisition	<ul style="list-style-type: none"> • Name • Postal Address • Contact Details (Phone no., e-mail address) • Ownership details

Table 6.3	
Service/Function	Personal Data Processed
Roads Statutory Notices	<ul style="list-style-type: none"> • Name • Postal Address • Contact Details (Phone no., e-mail address) • Ownership details

Table 6.4	
Service/Function	Personal Data Processed
Procurement/Management of Contractors, Consultants, Specialists Employed on Road Projects	<ul style="list-style-type: none"> • Name • Postal Address • Contact Details (Phone no., e-mail address) • Tender Documentation including Insurance, tax compliance and other suitability details

7.0 Why Personal Data is Processed

Personal data is processed by the National Regional Roads Office in order to progress road projects through the various stages of development from inception to closeout in accordance with TII Project Management Guidelines.

If the National Regional Roads Office proposes to process personal data for a purpose other than it was obtained it will, prior to such processing, provide the data subject with information on that purpose and any other relevant information.

8.0 The Legal Basis for Processing Personal Data

The legal basis for processing personal data by the National Regional Roads Office is mostly contained in the following legislation:

- Local Government Acts 1925-2001
- Planning & Development Acts 2000-2017
- Housing Act 1966
- Roads Acts
- Road Traffic Acts
- Safety, Health and Welfare at Work Act 2005

There may be a limited number of circumstances whereby the National Regional Roads Office relies on consent for the processing of personal data. In such circumstances the data subject has the right to withdraw consent to the processing of his or her personal data at any time.

Where special categories of information are being processed the National Regional Roads Office will obtain the data subject's explicit consent to such processing unless this is not required by law or the personal data is required to protect the health of the data subject in an emergency.

9.0 How Personal Data is Obtained

9.1 Most of the personal data collected by the National Regional Roads Office is obtained directly from the public (public consultations), landowner and their representatives, contractors consultants and specialists working on behalf of Roscommon County Council.

9.2 The National Regional Roads Office also creates personal data as a result of processing activities carried out by the services it provides e.g. submissions arising from public consultations processes, land acquisition process etc.

10.0 How Personal Data is Processed

The processing of personal data by staff within the National Regional Roads Office is generally carried out by Roscommon County Council IT systems. Details of the IT systems that are used by the National Regional Roads Office to process the personal data are as follows:

- IT Systems: Milestone 4, Manager's Order System;
- Internal Databases: CPO Package and spreadsheets used to prepare CPO documentation and manage land acquisition process.

11.0 Sharing Personal Data with Third Parties

The sharing of personal data with third parties will only occur in circumstances that are permitted by law.

Details of the sharing of personal data by the National Regional Roads Office with third parties are contained in the following tables:

Table 11.1	
Service/Function	Third Parties with whom Personal Data is Shared
Public Consultations and Submissions received from the Public	<ul style="list-style-type: none">• Relevant Roscommon Council Council Staff• Relevant Contractors, Consultants, Specialists etc.• Legal Advisors and Valuers

Table 11.2	
Service/Function	Third Parties with whom Personal Data is Shared
Land Acquisition	<ul style="list-style-type: none">• Relevant Roscommon Council Council Staff• Relevant Contractors, Consultants, Specialists etc.• Legal Advisors and Valuers• Funding Authority (TII)

Table 11.3	
Service/Function	Third Parties with whom Personal Data is Shared
Roads Statutory Notices	<ul style="list-style-type: none">• Relevant Roscommon Council Council Staff• Relevant Contractors, Consultants, Specialists• Legal Advisors and Valuers

Table 11.4	
Service/Function	Third Parties with whom Personal Data is Shared
Procurement/Management of Contractors, Consultants, Specialists Employed on Road Projects	<ul style="list-style-type: none"> • Relevant Roscommon Council Council Staff • Relevant Contractors, Consultants, Specialists etc. • Legal Advisors and Valuers • Funding Authority (TII)

12.0 Records Retention Policy

The National Regional Roads Office'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 these documents are available [here](#).

13.0 Data Subject Rights

Data subjects have a range of rights under GDPR. These include the following: -

- The right to be informed;
- The right of access;
- Right to rectification of inaccurate or incomplete data;
- The right to erasure (also known as the 'right to be forgotten') of personal data;
- The right to portability;
- The right to object to the processing of personal data;
- The right to restrict the processing of personal data;
- Rights in relation to automated decision making, including profiling.

Roscommon County Council has developed a Data Subject Rights Policy and Procedures document which provides more detailed information on the rights of a data subject and how to exercise them. A copy of this document is available [here](#).

14.0: Complaints to the Data Protection Commission

14.1 Data subjects may make a complaint in the following circumstances:

- a) If they experience a delay outside of the prescribed timeframe for making a decision on a data subject right request;
- b) If they are dissatisfied with a decision by Roscommon County Council on their data subject right request;
- c) If they consider that Roscommon County Council's processing of their personal data is contrary to data protection legislation.

14.2 Contact details for the Data Protection Commission are as follows:

Phone Number: 0761 104 800 or Local 1890 252 231

E-mail: info@dataprotection.ie

Website: www.dataprotection.ie

Postal Address: Data Protection Commission

Canal House

Station Road

Portarlinton

Co. Laois

R32 AP23.

15.0 Monitoring and Review

Provisions contained in this statement shall be subject to on-going monitoring and review.

16.0: Further Information

Further information and advice on the operation of this privacy statement is available from the Data Protection Officer, Roscommon County Council. Contact details for the County Council's Data Protection Officer are as follows:

Phone: 090 6637100
E-mail: dataprotection@roscommoncoco.ie
Website: www.roscommoncoco.ie
Postal Address: Roscommon County Council
Áras an Chontae
Roscommon
F42 VR98.