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Roscommon
County Council



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ROSCOMMON COUNTY COUNCIL

Privacy Statement

Roads and Transportation Department

December 2018

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1.0 Introduction

The role of the Roads and Transportation Department is to provide a well-maintained public road network, subject to financial and human resource constraints. County Roscommon has approximately 3,977 km of public road infrastructure as set out by category below:

Road Class	Length (m)
Motorway	20,220
National Primary	83,280
National Secondary	147,180
Regional	373,140
Local Roads	3,353,550
Total All Roads	3,977,370

It achieves this through providing the following services/functions:

- i. Abnormal Load Permits
- ii. Burial Grounds including Headstone Permits, Cemetery Improvement Grants and Cemetery Caretakers
- iii. Community Involvement Schemes
- iv. Land Transactions
- v. Local Improvement Schemes
- vi. National Transport Authority Functions Approvals
- vii. Road Opening Licences
- viii. Roads Complaints including Arterial Drainage Maintenance, Bridge Maintenance and Improvement Works, Declaration of Public Roads/Taking-in-Charge Estates, Extinguishment of a Public Right of Way, Fleet and Machinery, Flood Alleviation Works, National and Non-National Road Maintenance and Road Improvement Schemes, Part VIII Procedures, Roads Grants Schemes – Cemetery Grant Scheme and Hedge Cutting Grant Scheme, Smarter Travel Initiatives, Speed Limits Bye-Laws, Temporary Road Closures, Temporary Road Works Speed Limits.

- ix. Roads Statutory Notices relating to Temporary Road Closures, Temporary Road Works Speed Limits, Declaration of Public Roads/Taking-in-Charge Estates, Extinguishment of a Public Right of Way, Part VIII Procedures, Speed Limits Bye-Laws
- x. Public Submissions under Roads Functions: Temporary Road Closures, Temporary Road Works Speed Limits, Declaration of Public Roads/Taking-in-Charge Estates, Extinguishment of a Public Right of Way, Part VIII Procedures, Speed Limits Bye-Laws
- xi. Roads Safety Committee
- xii. Junior Warden Scheme
- xiii. Roads Works Contracts
- xiv. Fleet Management.

2.0 Purpose of Privacy Statement

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data the Roads and Transportation Department may collect about individuals, why it is needed, how it is used and how individuals may interact with the Roads and Transportation Department 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 Roads and Transportation Department in physical or electronic format. This data primarily relates to Roads and Transportation Services outlined in Section **1.0**.

5.0 Data Protection Policy

The Roads and Transportation Department processes a significant amount of personal data in various formats on an on-going basis. Roscommon County Council is committed to ensuring that personal data processed by its Roads and Transportation Department 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 Roads and Transportation Department are contained in the following tables:

Table 6.1	
Service/Function	Personal Data Processed
Abnormal Load Permits	<ul style="list-style-type: none">• Name• Postal address• Eircode/Postcode• Contact details where provided - phone numbers, e-mail address

Table 6.2	
Service/Function	Personal Data Processed
Burial Grounds including Headstone Permits, Cemetery Improvement Grants and Cemetery Caretakers	<ul style="list-style-type: none">• Name• Postal address• Eircode/Postcode• Contact details where provided - phone numbers, e-mail address

Table 6.3	
Service/Function	Personal Data Processed
Community Involvement Schemes	<ul style="list-style-type: none">• Name• Postal address• Eircode/Postcode• Contact details where provided - phone numbers, e-mail address

Table 6.4	
Service/Function	Personal Data Processed
Land Transactions	<ul style="list-style-type: none"> • Name • Postal address • Eircode/Postcode • Contact details where provided - phone numbers, e-mail address

Table 6.5	
Service/Function	Personal Data Processed
Local Improvement Schemes	<ul style="list-style-type: none"> • Name • Postal address • Eircode/Postcode • Contact details where provided - phone numbers, e-mail address

Table 6.6	
Service/Function	Personal Data Processed
National Transport Authority Functions Approvals	<ul style="list-style-type: none"> • Name • Postal address • Eircode/Postcode • Contact details where provided - phone numbers, e-mail address

Table 6.7	
Service/Function	Personal Data Processed
Road Opening Licences	<ul style="list-style-type: none"> • Name • Postal address • Eircode/Postcode • Contact details where provided - phone numbers, e-mail address

Table 6.8	
Service/Function	Personal Data Processed
Roads Complaints	<ul style="list-style-type: none"> • Name • Postal address • Eircode/Postcode • Contact details where provided - phone numbers, e-mail address

Table 6.9	
Service/Function	Personal Data Processed
Roads Statutory Notices	<ul style="list-style-type: none"> • Name • Postal address • Eircode/Postcode • Contact details where provided - phone numbers, e-mail address

Table 6.10	
Service/Function	Personal Data Processed
Public Submissions under Roads Functions	<ul style="list-style-type: none"> • Name • Postal address • Eircode/Postcode • Contact details where provided - phone numbers, e-mail address

Table 6.11	
Service/Function	Personal Data Processed
Roads Safety Committee	<ul style="list-style-type: none"> • Name • Postal address • Eircode/Postcode • Contact details where provided - phone numbers, e-mail address

Table 6.12	
Service/Function	Personal Data Processed
Junior Warden Scheme	<ul style="list-style-type: none"> • Name • School attended • Date of birth

Table 6.13	
Service/Function	Personal Data Processed
Road Works Contracts	<ul style="list-style-type: none"> • Company Name • Postal address • Eircode/Postcode • Contact details where provided • Insurance • Tax Compliance

Table 6.14	
Service/Function	Personal Data Processed
Fleet Management	<ul style="list-style-type: none"> • Name

7.0 Why Personal Data is Processed

Personal data is processed by the Roads and Transportation Department in order to manage the Roads and Transportation Services outlined in Section 1.0.

If the Roads and Transportation Department 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 Roads and Transportation Department is mostly contained in the following legislation:

- Local Government Acts 1925-2001
- Local Government Reform Act 2014
- Local Government (Sanitary Services Act 1948)
- Planning and Development Act 2000 (as amended)
- Public Health Ireland Act 1878
- Roads Acts
- Road Traffic Acts
- Safety, Health and Welfare at Work Act 2005
- Taxi Regulation Act 1993

There may be a limited number of circumstances whereby the Roads and Transportation Department 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 Roads and Transportation Department 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 Roads and Transportation Department is obtained directly from customers.

9.2 The Roads and Transportation Department also creates personal data as a result of processing activities carried out by the services it provides e.g. Local Improvement Scheme, Community Involvement Scheme, Cemetery Grant Scheme, roads complaints, public submissions as part of roads statutory consultation processes, land disposals and acquisitions, etc.

10.0 How Personal Data is Processed

The processing of personal data by staff within the Roads and Transportation Department is generally carried out by its IT systems. Details of the IT systems that are used by the Roads and Transportation Department to process personal data are as follows:

- Internal Roads Databases e.g. Cemetery Grants Database, LIS, CIS databases, etc.
- IT systems: RMO system, Milestone 4, Core, Manager's Order system, iPlan, Fleet Management System

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 Roads and Transportation Department with third parties are contained in the following tables:

Table 11.1	
Service/Function	Third Parties with whom Personal Data is Shared
Abnormal Load Permits	<ul style="list-style-type: none">• None

Table 11.2	
Service/Function	Third Parties with whom Personal Data is Shared
Burial Grounds including Headstone Permits, Cemetery Improvement Grants and Cemetery Caretakers	<ul style="list-style-type: none">• None

Table 11.3	
Service/Function	Third Parties with whom Personal Data is Shared
Community Involvement Schemes	<ul style="list-style-type: none">• Elected Members• Relevant Government Funding Department – (Group name and scheme location)

Table 11.4	
Service/Function	Third Parties with whom Personal Data is Shared
Land Transactions	<ul style="list-style-type: none"> Roscommon County Council County Solicitor

Table 11.5	
Service/Function	Third Parties with whom Personal Data is Shared
Local Improvement Schemes	<ul style="list-style-type: none"> Elected Members Relevant Government Funding Department – (Group name and scheme location)

Table 11.6	
Service/Function	Third Parties with whom Personal Data is Shared
National Transport Authority Functions Approvals	<ul style="list-style-type: none"> National Transport Authority

Table 11.7	
Service/Function	Third Parties with whom Personal Data is Shared
Road Opening Licences	<ul style="list-style-type: none"> None

Table 11.8	
Service/Function	Third Parties with whom Personal Data is Shared
Roads Complaints	<ul style="list-style-type: none"> • None

Table 11.9	
Service/Function	Third Parties with whom Personal Data is Shared
Roads Statutory Notices	<ul style="list-style-type: none"> • Roscommon County Council County Solicitor

Table 11.10	
Service/Function	Third Parties with whom Personal Data is Shared
Public Submissions under Roads Functions	<ul style="list-style-type: none"> • None

Table 11.11	
Service/Function	Third Parties with whom Personal Data is Shared
Road Safety Committee	<ul style="list-style-type: none"> • None

Table 11.12	
Service/Function	Third Parties with whom Personal Data is Shared
Junior Warden Scheme	<ul style="list-style-type: none"> • Irish Public Bodies Insurance

Table 11.13	
Service/Function	Third Parties with whom Personal Data is Shared
Road Works Contracts	<ul style="list-style-type: none"> • Relevant Government funding department

Table 11.14	
Service/Function	Third Parties with whom Personal Data is Shared
Fleet Management	<ul style="list-style-type: none"> • Termar Networks

12.0 Records Retention Policy

The Roads and Transportation Department'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.