



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

Data Protection Privacy Notice for Form: TF 700 Trade Licence Application

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 1450

Email: dpo@dtas.gov.ie

Please contact the Department's DPO with any queries you may have in relation to this privacy statement for form TF 700 Trade Licence Application.

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 Form TF 700 Trade Licence Application

The following data is specific information in relation to the personal data processed for the purposes of applying for a Trade License.

Specific Purpose:

TF 700 Trade Licence Application is used for the purposes of applying for a Trade License. The Motor Tax Policy Division uses this information to stay in correspondence with vehicle owner and to post out documents and correspondence.

Legal Basis:

There is a legal basis for the collection and processing of the personal data in TF 700 Trade Licence Application. It is Sections 5 and 12 of the Roads Act 1920 and the secondary legislation covering this is the Road Vehicles (Registration and Licensing) (Amendment) (No.2) Regulations, 1992 (SI 385 of 1992) as amended by the Road Vehicles (Registration and Licensing) Repeals 2008 (SI 207 of 2008)

Recipients:

Section 60 of the Finance Act (No. 13 of 1993) as amended provides for access to the National Vehicle and Driver File (NVDF) data to those prescribed in Regulations by the Minister for Transport, Tourism and Sport

These include:

- Government Departments/Bodies/Agencies who use the NVDF data for business delivery purposes, assisting with investigations and assisting in the execution of a regulatory framework; and
- Motor Tax Offices

Transferred outside the EU/EEA and countries with which there is no adequacy agreement¹

The personal information you provide in this form is not transferred outside the EU/EEA.

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 Section 60 of the Finance Act 1993. If the information requested in this form is not provided, your application will not go any further in the process

Automated decision making

Automated decision make is not part of the processing of the personal data included in form TF 700 Trade Licence Application

Technical information on data collected

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

¹ Please see the EU Commission website for further information - https://ec.europa.eu/info/law/lawtopic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eucountries_en