



## **Data Protection Privacy Notice for Application to Change Licence Member**

### **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**

1. The Department of Transport

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:

2. Data Protection Officer  
Department of Transport  
Leeson Lane  
Dublin D02 TR60

00353 (85) 879 7044

[dataprotection@transport.gov.ie](mailto:dataprotection@transport.gov.ie)

Please contact the DPO with any queries you may have in relation to this privacy notice for Application to Change Licence Member.

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 Application to Change Licence Member**

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

### **Specific Purpose:**

The Application Form to Change Licence Member is used by the holder of a Road Haulage Operator Licence or Road Passenger Transport Operator Licence to add, change or remove a Director or Secretary of a Company; or Member of the Committee of Management or Secretary of a Cooperative on the licence. The form is submitted to the Road Transport Operator Licensing Unit of the Department of Transport where it is processed and kept on file.

### **Legal Basis**

Section 8(1) of the Road Transport Act 2011 requires that:

“Where there is any change in an operator's details or circumstances that have been provided to the Minister...the operator shall notify the Minister in writing of that occurrence as soon as possible but in any event not later than one month from that occurrence.”

### **Recipients:**

Information relating to change of licence members is not shared outside the Department of Transport.

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

The personal information you provide in the Application Form to Change Licence Member is not shared 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 – Statutory Obligation**

The holder of a Road Haulage Operator Licence or Road Passenger Transport Operator Licence must comply with the requirement set out under the above legal basis. The data requested in the Application Form to Change Licence Member must therefore be provided by the licence holder in order to meet this requirement.

### **Automated Decision Making**

Automated decision making is not part of the processing of the personal data included in this form.

### **Information from a third party**

Not applicable.

### **Technical Information on data collected**

Technical information on the cookies used on our website is available on <https://www.gov.ie/en/publication/fdde77-data-protection/>

\*Please see the EU Commission website for further information - [https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en)