



Data Protection Privacy Notice for Application for Replacement Licence Document

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

Please contact the DPO with any queries you may have in relation to this privacy notice for Replacement Licence Document.

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 Replacement Licence Document

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

Specific Purpose:

Where a licence document is mislaid by the holder of a Road Haulage Operator Licence or Road Passenger Transport Operator Licence, they may apply for a replacement document. The Application Form for Replacement Licence Document is used for this purpose. 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 11(1) of the Road Transport Act 2011 requires that:

“Where a vehicle is about to be used for the purposes of the road transport business of an operator under an operator's licence or a Community licence, the operator shall give to the person who is to act as driver of the vehicle while it is being so used a true copy of the licence or a certified copy of a Community licence, as the case may be, showing the vehicle to be authorised.”

Section 11(5) of the Road Transport Act 2011 requires that:

“A transport disc shall be displayed on or affixed to the vehicle to which it relates in a visual manner so that it may be inspected by a transport officer or member of the Garda Síochána.”

S.I. No.460 of 2015 provides details in Schedule 1 of fees for replacement licence documents.

Recipients:

Information relating to replacement licence documents 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 for Replacement Licence Document 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 – Statutory Obligation

The holder of a Road Haulage Operator Licence or Road Passenger Transport Operator Licence must comply with the requirements set out under the above legal basis. The data requested in the Application Form for Replacement Licence Document must therefore be provided by the licence holder in order that the replacement licence document(s) may be issued.

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