



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

DTTAS Privacy Notice 2018

1. Table of Contents

DTTAS PRIVACY NOTICE	3
ABOUT US.....	3
DATA PROTECTION OFFICER	3
CONTACT DETAILS OF THE CONTROLLER AND DATA PROTECTION OFFICER.....	3
YOUR DATA SUBJECT RIGHTS.....	4
YOUR DATA PROTECTION RIGHTS.....	4
RIGHT OF ACCESS.....	4
RIGHT TO RECTIFICATION	5
RIGHT TO ERASURE.....	5
RIGHT TO RESTRICTION.....	5
RIGHT TO DATA PORTABILITY	6
RIGHT TO OBJECT TO PROCESSING	6
RIGHT TO OBJECT TO AUTOMATED DECISION-MAKING, INCLUDING PROFILING	6
EXERCISING YOUR RIGHTS WITH US	6
MY DATA	6
WHAT DATA DO YOU COLLECT?.....	6
THE DATA WE COLLECT MAY INCLUDE	7
HOW DO YOU USE THE DATA YOU COLLECT?.....	7
HERE ARE SOME OTHER WAYS IN WHICH WE USE THIS DATA	7
HOW LONG DO WE KEEP YOUR PERSONAL DATA?	8
WAYS WE COLLECT YOUR PERSONAL DATA	8
HOW DO WE STORE AND SECURE YOUR DATA?	8
WHO ARE RECIPIENTS OF PERSONAL DATA AND HOW DO WE STORE YOUR PERSONAL DATA?	8
CONTACT DETAILS OF THE CONTROLLER AND DATA PROTECTION OFFICER.....	9
ENFORCING YOUR DATA PROTECTION RIGHTS	9
OUR DATA PROTECTION SUPERVISORY AUTHORITY	9
CHANGES TO THIS NOTICE	10

DTTAS Privacy Notice

This Privacy Notice outlines what personal data we collect, how we collect it, what we use your data for, how we safeguard it, what your data protection rights are and how you can contact us.

The General Data Protection Regulation (GDPR) and Data Protection Acts (1998 – 2018) confer rights on individuals regarding their personal data as well as responsibilities on organisations processing personal data, in this case the Department of Tourism, Transport and Sport. For further information on the Department's obligations under Data Protection Law and the steps taken to ensure compliance with those obligations, please see the Department's Data Protection page on our website.

DTTAS takes the protection of your data seriously. We want you to feel confident that we are keeping your data secure, and that we handle and process it in accordance with all applicable legislation

About Us

As a central Government Department, serving the Government and the people of Ireland, the mission of the Department of Transport, Tourism and Sport ("DTTAS", "The Department") is to shape the safe and sustainable development of transport, tourism, and sport, to support economic growth and social progress.

The Department at all times seeks to instil, develop and maintain values and behaviours that maximise the organisation's capacity to deliver upon its stated objectives.

The Department's culture is inherent in its structures and the way it carries out its functions and delivers its services. In addition to a duty to be professional, responsive, open and accountable, the Department is firmly committed to continual reform, innovation and improvement.

Data Protection Officer

You may contact our Data Protection Officer about all issues related to this Notice, your personal data and to exercise your rights under Data Protection laws.

Contact Details of the Controller and Data Protection Officer

Post	Website	Email
Data Protection Officer	www.dttas.gov.ie	DPO@dttas.gov.ie

Department of Transport, Tourism and Sport

Leeson Lane

Dublin Do2 TR60

Important Definitions

“Personal data” means information relating to:

- an identified living individual; or
- a living individual who can be identified from the data, directly or indirectly, in particular by reference to:
 - i. An identifier such as a name, an identification number, location data or an online identifier, or
 - ii. One or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual

“Special categories of personal data” means

- Personal data revealing:
 - i. the racial or ethnic origin of the data subject,
 - ii. the political opinions or the religious or philosophical beliefs of the data subject, or
 - iii. whether the data subject is a member of a trade union,
- Processing of:
 - iv. Genetic data;
 - v. Biometric data for the purposes of uniquely identifying an individual
 - vi. Data concerning health; or
 - vii. Data concerning an individual’s sex life or sexual orientation.

Your Data Subject Rights

Your data protection rights

You have rights which allow you to address any concerns or queries regarding the processing of your Personal Data:

Right of Access

You have the [right to access](#) and obtain a copy of the Personal Data that we hold about you. We will only charge you for making such an access request where we feel your request is unjustified or excessive.

Right to Rectification

You have the right to request that we correct any inaccuracies in the Personal Data stored about you.

Right to Erasure

In certain circumstances, you have the right to request that we erase your Personal Data. For example, you may exercise this right in the following circumstances:

- your Personal Data are no longer necessary in relation to the purposes for which they were collected or otherwise processed by us;
- where you withdraw consent and no other legal ground permits the processing;
- where you object to the processing and there are no overriding legitimate grounds for the processing;
- your Personal Data have been unlawfully processed; or
- your Personal Data must be erased for compliance with a legal obligation.

Where we store your Personal Data for statistical purposes, we may not be able to comply with such a request where it would likely impair such statistical purposes or where we require your Personal Data for compliance with a legal obligation or in connection with legal proceedings.

Right to Restriction

You have the right to restrict our processing of your Personal Data where any of the following circumstances apply:

- where you feel that the Personal Data which we hold about you are not accurate. This restriction will be in place for a period to enable us to verify the accuracy of your Personal Data;
- where the processing is unlawful, and you do not want your Personal Data to be erased and request the restriction of its use instead;
- where we no longer need to process your Personal Data (e.g. any of the Purposes outlined above have been completed or expire), but we require it in connection with legal proceedings;
- where you have objected to our processing of your Personal Data pending the verification of whether or not our legitimate business interests override your interests, rights and freedoms.

Where you exercise your right to restrict our processing of your Personal Data, we will only continue to process it with your consent or in connection with legal proceedings or for the protection of the rights of other people or for reasons of important public interest.

Right to Data Portability

To further strengthen your control over your Personal Data, you have a right to receive and transfer the Personal Data that you provide to us in a structured, commonly used and machine-readable format where we process your Personal Data on the legal bases of: a) your consent; or b) where it is necessary to perform our contract with you and such processing is carried out by automated means. Where you make such a request, we will directly transfer your Personal Data on your behalf to another controller of your choice (where it is feasible for us to do so).

Right to Object to Processing

In certain circumstances, you have a right to object to our processing of your Personal Data where we process it on the legal bases of: a) our legitimate business interest (e.g. the statistical purposes outlined above), including profiling based on our legitimate business interests; or b) your consent to marketing. We may not be able to comply with such a request where we can demonstrate that there are compelling legitimate grounds for us to process your Personal Data which override your interests, rights and freedoms or where the processing of your Personal Data is required for compliance with a legal obligation or in connection with legal proceedings.

Right to Object to Automated Decision-Making, including Profiling

You have a right not to be subjected to decisions based solely on automated decision-making, including profiling, which produce legal effects concerning you or similarly significantly affects you.

We may not be able to comply with such a request where we rely on the legal bases of: a) your explicit consent; or b) where it is necessary to enter and perform our contract with you (as detailed in section 2 above). You will however be entitled to have a person from our team review the decision so that you can query it and set out your point of view and circumstances to us.

Exercising your rights with us

You may contact DTTAS' Data Protection Officer if you wish to exercise any of your rights under Data Protection laws.

My data

What data do you collect?

The Department collects personal data in a number of ways. Much of the information we hold will have been provided by you, but some may come from third or from other ways such as through the use of CCTV in Departmental locations.

The Department needs to collect and utilise certain personal data that it collects about individuals including but not limited to the following:

- Customers and Citizens
- Suppliers
- Business Contacts
- Employees

The data we collect may include

Examples of the personal data we obtain and process includes, for example

- Personal information such as name, address, date of birth and other contact details.
- When you contact us through our Customer Service phone line, email address, personal information (such as your name, address, telephone number and email address) will be processed so we can respond to your questions and comments any email sent to us, including any attachments, is monitored for malicious content.
- If you communicate with us through the “Contact Us” link on our website, we may ask you for information such as your name, email address and telephone number so we can respond to your questions and comment
- When you visit our websites we collect device information such as the IP address of your device, your device model and its settings and network information.
- Cookies on the DTTAS.gov.ie and our associated websites.

How do you use the data you collect?

Primarily we use the data we collect to ensure we deliver upon our mission statement to “shape the safe and sustainable development of transport, tourism, and sport, to support economic growth and social progress”.

Here are some other ways in which we use this data

The Department processes personal data for purposes associated with the administrative functions of the Department and to and to fulfil legal obligations. The purposes for which personal data are processed include:

- Personal data provided for the purposes of the provision of our motor tax obligations
- Applications for participation on our grant programmes
- Responding to public representations

- Responding to customer service queries
- Fulfilling our obligations in replying to Freedom of Information requests
- Participation in public consultations

How long do we keep your personal data?

This depends on the type of data and how we use it. However, the Department will not hold your personal data for longer than is necessary.

The Department only retains personal data for as long as it is necessary to perform our role in relation to the purposes for which the personal data was originally obtained and/or to comply with our obligations under applicable law.

The Department has developed a Personal Data Retention and Disposal Policy that outlines the period of time for which all personal data stored and processed within the Department is retained.

Ways we collect your personal data

We collect personal data in a number of ways, for example

- Directly from you
- CCTV data when you visit our office locations.
- Information from your use of our websites

How do we store and secure your data?

The Department is committed to maintaining and enhancing the privacy and confidentiality of your Personal Data.

We take various steps to protect the information you provide from loss, misuse, and unauthorised access or disclosure. These steps take into account the sensitivity of the information we collect, process and store, and the current state of technology. We have implemented appropriate security measures to protect your data, use a range of security technologies and processes.

Who are recipients of personal data and how do we store your personal data?

The Department may disclose your personal data to other organisations in connection with the above purposes, including:

- To other public authorities and bodies where required or permitted by law;
- And in the case of An Garda Síochána or other law enforcement authorities where necessary for the purposes of the prevention, investigation or detection of crime

Where your data is transferred outside the Department we take steps to ensure adequate protections are in place to ensure the security of your information.

However, certain Recipients (our third-party service providers and other Government agencies) who process your Personal Data on our behalf may transfer your Personal Data outside the EEA. Where such transfers occur, we ensure that:

- They do not occur without our prior written authority; and
- That an appropriate transfer agreement is put in place to protect your Personal Data.

If you would like to find out more about any such transfers, please contact our Data Protection Officer.

Contact Details of the Controller and Data Protection Officer

Post	Website	Email
Data Protection officer	www.dttas.ie	DPO@dttas.gov.ie
Department of Transport, Tourism and Sport		
Leeson Lane		
Dublin D02 TR60		

Enforcing your data protection rights

If you feel that the processing of your Personal Data is not in line with our data protection obligations, you can complain to a data protection Supervisory Authority.

Our Data Protection Supervisory Authority

You can contact the **Irish Data Protection Commission's** offices at:

Address	Website	Email
Dublin Office	www.dataprotection.ie	info@dataprotection.ie
21 Fitzwilliam Square		
Dublin 2		
D02 RD28	Telephone	Lo Call
Portarlington Office	+353 (0)57 8684800	1890 252 231
Canal House	+353 (0)761 104 800	
Station Road		

Portarlinton

Co. Laois

R32 AP23

Changes to this notice

We may change this notice from time to time, in whole or part, at our sole discretion or to fulfil a legal obligation. We encourage you to check our website to view the most recent version of this notice. You may also request a copy of the most recent version of this notice by contacting us.

If, at any time, we decide to use your Personal Data for a purpose that is different from the original purpose of collecting your Personal Data, we will contact you regarding this change.