



Draft Privacy Statement – Mayo Motor Tax

During our activities we are required to collect, process, and use certain types of information about people and organisations to provide the most effective and targeted range of services to the citizens, communities, and businesses of County Mayo.

Mayo County Council collects and processes a significant amount of ‘personal data’ and in some cases sensitive personal data known as ‘Special Category Personal Data’ in various multiple formats daily.

We have set out the information we require in the following separate privacy notices in order to comply with the Data Protection Acts 1988 – 2018 (as amended) and the General Data Protection Regulation (GDPR) and to demonstrate our firm commitment in respecting your privacy.

1.0 Purpose of Privacy Statement

The purpose of this privacy statement is to describe, in clear and concise terms, the personal data the Motor Tax section may collect about individuals, why it is needed, how it is used and how individuals may interact with the Motor Tax section 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.

2.0 Scope

This statement applies to all personal data processed by Motor Tax section in physical or electronic format. This data primarily relates to registered owners of vehicles on the National Vehicle system.

3.0 Data Protection Policy

The Motor Tax section processes a significant amount of personal data in various formats on an on-going basis. Mayo County Council is committed to ensuring that personal data processed by Motor Tax section 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, in line with Mayo County Council's data retention policy.
- 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.

4.0 What Personal Data is Processed

Details of personal data processed by the Motor Tax Office section are contained in the following table

Personal Data Processed

- Name
- Address
- Eircode
- Phone Number
- Email address
- Car Details
- Insurance Details
- Bank account Details
- PPSN/ Herd/ Tax Number/ Date of birth
- Supplier Number
- Type of Trade
- Company Registration Number
- Tax Clearance Certificate details



We do not process any Special Category personal data.

5.0 Why Personal Data is processed

We collect and process this information to manage and administer the relationship between you and us for the purpose of vehicle licensing, provision of vehicle licensing certificates, provision of replacement vehicle related documents, provision of trade plates and payment of any arrears applicable to vehicle licensing.

6.0 Lawfulness of processing

We process this personal data on behalf of the Dept of Transport, Tourism and Sport.

The legal basis for processing personal data by the Motor Tax section is mostly contained in the following legislation:

- Road Traffic Act 1961
- Road Traffic (Licensing of Drivers) Regulation 2006
- Road Vehicles (Registration and Licensing) (Amendment) Regulations 1994
- Local Government Management Agency's National Retention Policy for Local Authority Records
- Local Government Act 2001
- Local Government (Financial and Audit Procedures) Regulations 2014
- Local Government (Financial and Audit Procedures) (Amendment) 2015
- Finance Act 1993
- Finance Act 1993 (Section 60) Regulations 2009

7.0 How Personal Data is Processed

The processing of personal data by staff within the Motor Tax Section is generally carried out through the Financial Management System and the national Vehicle and Driver File.

8.0 Sharing Personal Data with Third Parties

The sharing of personal data with third parties will only occur in circumstances that are permitted by law.

Third Parties with whom Personal Data is shared

- NVDF
- Solicitors
- Guards
- Other local authorities
- Revenue Commissioners

9.0 Privacy Statement (Department of Transport, Tourism and Sport)

The Department of Transport, Tourism and Sport (DTTAS) requires customers to provide certain personal data in order to carry out our legislative and administrative functions. The Department (DTTAS) and Mayo Co. Council will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation.

Your personal data may be exchanged with other Government Departments or agencies under the remit of DTTAS in accordance with law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at www.dttas.gov.ie/dataprotection . Details of this policy are also available in hard copy upon request by emailing dataprotection@dttas.gov.ie or in writing to Data Protection Unit, Department of Transport, Tourism and Sport, Leeson Lane, Dublin D02 TR60.

10.0 Records Retention Policy

The Motor tax sections' practices in relation to the retention of personal data are guided by the Local Government Management Agency's National Retention policy for Local Authority Records and any updates that are issued by the LGMA.

11.0 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 of person 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.

12.0 Data Protection Queries

Contact our Data Protection Officer about any Data Protection related queries you may have.

Email: dataprotection@mayococo.ie

Website: www.mayo.ie

Postal Address: The Annex, Aras an Chontae, The Mall, Castlebar, Co.Mayo.

13.0 Complaints to the Data Protection Commission

Contact details for the Data Protection Commission are as follows.



Phone Number: 0761 104 800/ 1890 252 231

Email: info@dataprotection.ie

Website: www.dataprotection.ie

Postal Address: Data Protection Commission, Canal House, Station Road, Portarlinton, Co. Laois.