



Wexford County Council
Roads and Transportation Services
Data Privacy Notice.

Table of contents

Item	Description	Page No.
1	Introduction	4
2	Information collected by Wexford County Council	4
3	Requirement for a Privacy Notice	5
4	Sharing Information	5
5	How your Personal Data will be used/ processed.	6
6	Legal and Regulatory Obligations	6
7	Records Retention Policy	6
8	Your Rights	6
9	Data Protection Contact Details	7

1. Introduction

Wexford county Council (the Council) is responsible for the provision of an extensive range of public services, including Road and Transportation services. This Data Privacy Statement for the Roads and Transportation Section of the Council includes its Public Parking operations which are responsible for the enforcement of Wexford County Councils Traffic and Car Parking Byelaws.

The Council seeks to promote the economic, social and cultural development of County Wexford and in doing so contribute significantly to improving the quality of life of the people of the county. The delivery of high-quality services, tailored to meet the needs of all our customers remains one of the Council's core objectives included in our Corporate Plan.

The Council aims to provide a high level and quality of service to its customers, based on an equitable decision-making processes, efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt to an ever-changing environment. Please visit our website for more information at [Wexford County Council](#)

2. Information collected by the Council

The Council processes and uses certain types of information about individuals (Data Subjects) and organisations to provide the most effective and targeted range of services to meet the needs of the people, organisations, communities and businesses of Co. Wexford.

Depending on the service being sought or the provided, the information that the Council collects may include "personal data" as defined by the Data Protection Acts and by the General Data Protection Regulation 2016 (GDPR) and this may relate to current, past and future service users; past, current and prospective employees; suppliers and members of the public who may engage in communications with Council staff.

In addition, staff may be required from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements. This will include contact details to allow for efficient communication.

You do not have to provide all your contact details but providing more, such as email, a phone number or an address, makes it easier for effective communications with you.

3. Requirement for a Privacy Notice

The Council will set out the information we require in a series of separate and distinct application forms and specific Privacy Notice relevant to each service. Privacy Notices are located on the Council's website at <https://www.wexfordcoco.ie/departamental-privacy-statements>

The Council has produced this privacy notice to demonstrate our firm commitment to privacy and to assure you that all your dealings with the Council, in the area Roads, Transportation and Parking enforcement will be carried out in a way to ensure the security of the data you provide to us.

The personal data that you may be required to supply to the Council, or may be collected through other sources (investigations by Council staff; CCTV, information from other third parties or agents acting on your behalf; etc.) is;

- Obtained lawfully, fairly and in a transparent manner.
- Obtained for only specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary for the purposes 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 which the purposes for which it was obtained.
- Kept in a form, which permits identification of the data subject, for no longer than necessary.
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

4. Sharing information

The Council may share your information internally (within the Council) in accordance with statutory obligations. This is mostly, but not confined to, the Roads section, Motor Taxation Department and The District Offices, in accordance with Sections 41 (b) and 60(3)(a)(ii) of the Data Protection Act 2018 concerning the prevention, detection, investigation and prosecution of environmental crime. In addition, the Council may share your information with third parties in accordance with statutory and regulatory obligations. The staff of the Roads Section may request, obtain and share information, in carrying out its various functions in accordance with the above-mentioned Sections of the Data Protection Act 2018 from the various bodies as appropriate, including:

- An Garda Síochána
- Court Services
- Contractors/Suppliers processing data for Wexford County Council's Roads and Transportation Section including parking enforcement operations.

Where this is required, the Council shall have regard to the security and integrity of the data and will minimise the data shared.

5. How will your Personal Data be used/processed

The volume of customers of Council services and range of Roads and Transportation services that the Council provides requires IT systems to manage customer applications, queries and complaints. Access to the data is controlled and restricted to relevant staff involved in assessing and processing the various services with other security measures such as password encryption.

6. Legal and Regulatory Obligations

The Legal basis and legitimate basis for processing personal data are included in but not limited to;

- Roads Act 1993 to 2015
- The Roads Traffic and Roads Act 2023
- Local Authorities (Traffic Wardens) Act 1975 (Fixed Charges Offences) Regulations 2022
- Other regulations pertaining to the above Acts
- Departmental Circulars
- Wexford County Councils Traffic and Parking Byelaws

7. Records Retention Policy

The Local Authority sector operates under a detailed record retention policy which outlines time periods for which your data will be retained and what will happen to it after the required retention period has expired. The National Retention Policy for Local Authority Records provides information on the criteria for determining retention, archival and deletion or end dates for Council records in all the functions it operates.

8. Your rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of the data held by the Council and check its accuracy. If the data held by the Council is found to be inaccurate you have

the right to change, remove, block or object to the use of said personal data held by the Council.

In certain circumstances blocking access to data may delay or remove access to a service where data is required by law or for essential purposes related to the delivery of a service to you.

Please note that to help protect your privacy, we may take steps to verify your identity before granting access to personal data.

To exercise these rights, you can make a Subject Access Request. This request can be in writing and directed to contact details at the end of this policy or electronically at

<https://www.wexfordcoco.ie/council-and-democracy/freedom-of-information-foi-and-data-protection/how-to-make-a-data-access>

9. Data Protection Contact Details

For all enquiries relating to Data Protection issues, you can contact the Council at;

Phone: 053 919600

Email: dpo@wexfordcoco.ie

Postal Address: Data Protection Officer,
Wexford County Council,
Carricklawn,
Wexford
Y35 WY93

If you are not satisfied with the outcome of the response that you receive from the Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you. The Data Protection Commissioner's website is www.dataprotection.ie

Or you can contact their Office at:

Lo Call Number: 1800 437 737

Email: info@dataprotection.ie

Postal Address: Data Protection Officer,
21 Fitzwilliam Square South,
Dublin 2,
D02 RD28

