



## ROADS PRIVACY STATEMENT

This Privacy Statement forms part of and is governed by the general Privacy Statement for Tipperary County Council <https://www.tipperarycoco.ie/your-council/privacy-statement>

Data Processing Activity	Purpose	Lawful Basis for Processing Data	Third Party Sharing	Third Party Data Processors
Assessing and administering requests under the Freedom of Information Act 2014	To facilitate the legal rights of persons to access records of the local authority in relation to the Roads Section	Sections 9, 10 and 11 of the Freedom of Information Act 2014	Office of the Information Commissioner	None
Assessing and administering requests for Environmental Information	To fulfil the Councils legal obligations under Environmental Legislation in relation to the Roads Section	Access to Information on the Environment Regulations 2007, as amended	Office of the Commissioner for Environmental Information	None
Assessing and administering requests etc under the Data Protection Act 2018 and dealing with Data Breaches	To fulfil the legal obligations of the Council in relation to the rights of data subjects in relation to the Roads Section	Data Protection Act 2018 and General Data Protection Regulation (GDPR)	Data Protection Commission	None
Dealing with complaints received through the Office of the Ombudsman in relation to the Roads Section	To fulfil the Councils obligations under our Customer Charter and in accordance with National legislation	Ombudsman Act 1980, as amended	Office of the Ombudsman	None
Receiving Phone Calls; Customer Relationship Management; Email; Correspondence; Applications; Public Consultations	Administration and Customer Service	Section 65 Local Government Act 2001	None	None
Records Management	To effectively manage Council records	National Retention Policy for Local Authority Records 2002, Article 30 GDPR, ISO 15489	None	Iron Mountain

Assessing and administering a Road Opening Licence Application	To determine permission and granting of a Road Opening Licence	Section 13 of the Roads Act, 1993	Road Management Office (RMO)	None
Travel & Subsistence	Payment for travel and subsistence associated with work/training	Employment Law	None	Finance
Health & Safety reports/forms	Compliance with Health & Safety at Work legislation	Safety, Health & Welfare at Work Act 2005, as amended	HSA	None
Taking in charge application or queries	To process the taking in charge of an estate	Section 180 of the Planning and Development Act 2000 as amended; Section 11 Roads Act 1993	None	None
Assessing and administering a Road Closure Application	To determine permission and granting of a Road Closure	Section 75 of the Roads Act, 1993	None	None
Assessing and administering Roads Abutting Certificate Request	To facilitate property transactions	Roads Act 1993	None	None
Assessing and administering Abnormal Loads Request	To assess and processing of an abnormal load application which applies to vehicles carrying abnormal or indivisible loads on public roads	Regulation 59 of the Road Traffic (Construction, Equipment and Use of Vehicles) Regulations 2003 (as amended); Road Traffic (Special Permits for Particular Vehicles) Regulations 2007	An Garda Siochana	None
Administration of Local Improvement Scheme Applications	To assess and determine eligibility for road grant funding	Local Government Act, 2001	None	None
Administration of Community Involvement Scheme Applications	To assess and determine eligibility for road grant funding	Local Government Act, 2001	None	None
Administration of Strategic Policy Committee - members contact details	Convening meetings of the Committee	Local Government Act, 2001	None	None
Payroll/Timesheets for employees	Payment of wages	Employment Law	None	MyPay Shared Service
Compulsory Purchase Orders	Land acquisition	Housing, Roads and Planning & Development Acts	Legal advisors An Bord Pleanála Consultants & Valuers	None

Raising tenders on etenders	To acquire goods and services and engage contractors	Section 65 Local Government Act 2001	None	None
Local Authority Part 8 Applications	Request submissions on development proposals	Part 8 Planning and Development Regulations 2001	None	None
Personal Management and Development	Performance Management/Training requirements	To conform with National Pay Agreement & associated legislation	None	None
Raising Requisitions for purchases and associated Financial Management System processes	Supplier Payments	Local Government Act, 2001	None	None
DRCD funding programme CLÁR	Processing applications for funding and implementation of projects	Relevant Guidance and Circulars	None	None