

Clare County Council Privacy Notice

Parking Permits

The purpose of this privacy notice is to describe, in clear terms, the personal data that the parking permit administration process collects about individuals, why it is needed, the legal basis, how it is used and how individuals may interact with the Council in relation their personal data. It also outlines the rights of individuals under data protection legislation.

The Council also has a privacy statement which is a general document about how we approach data protection as an organisation and is available on the website [Privacy statement | Clare County Council \(clarecoco.ie\)](#) or on request.

IN THIS PAGE

- [1.0 Purpose of the processing](#)
- [2.0 Legal bases for the processing of personal data](#)
- [3.0 The categories of personal data concerned](#)
- [4.0 Processing and recipients of the data](#)
- [5.0 The retention period for the data](#)
- [6.0 Data subjects have a range of data rights](#)
- [7.0 The right to lodge a complaint with the supervisory authority](#)
- [8.0 Contact details for the data controller and data protection officer](#)

1.0 Purpose of the processing for parking permit administration

Personal data is gathered as part of the parking permit application process in order to decide on an applicant's eligibility for a parking permit and to allow the Council to process and issue the permit. The Council is obliged to protect such personal data in accordance with the Data Protection Act 2018 and the provisions contained in the General Data Protection Regulation (GDPR). The purpose of the processing of personal data for parking permits is to:

- Enable applications for parking permits to be assessed and to issue parking permits.

2.0 Legal basis for the processing of personal data

The legal basis to process personal data in the case of parking permits is the following:

- The legal basis derives from Article 6(1)(e) of the GDPR - processing is necessary for the performance of a task carried out in the public interest or in the exercise of an official authority vested in the controller, and in this case official authority derives from the Ennis Town Council On-Street Pay and Display Bye-Laws 2014 and Car Park Bye-Laws 2014, Kilkee Parking Bye-Laws 2024, Doolin Pier (Parking Places) Bye-Laws 2016 and Kilrush Town Council (Parking Places) Bye-Laws 2011.

3.0 The categories of personal data concerned

Personal data processed may include:

- Applicant name, address, Eircode, contact phone number, email address, vehicle registration number, photos of vehicle.
- A copy of the vehicle registration certificate.
- Proof of ownership of the property in the form of a copy of LPT correspondence or a copy of the home insurance policy schedule relevant to application address; or
- A copy of current tenancy agreement for the relevant year of application or a copy of letter from the tenancy management company confirming the tenancy at the subject address.
- A copy of Utility Bill registered to the applicant's name & application address.

4.0 Recipients of the data

Access to the data is limited to authorised personnel dealing with parking permit administration within the traffic team of Clare County Council. Limited data is available to traffic wardens whose handheld devices store the information that a permit is linked to a vehicle registration number. A data processing agreement is in place with the processor, Globe Tech Services Ltd who also have access to the data in order to support the technology of administration.

- Third party access to personal data is not allowed, except in the very limited circumstances permitted by law. Access requests shall be processed in accordance with the Data Protection Act 2018, the GDPR and the Council's data protection policies and procedures.

There are no plans to transfer the personal data to a third country or international organisation.

5.0 The retention period for the data

Clare County Council subscribes to the national policy for retention and destruction of Local Authority records.

Parking permit application forms and permits are retained for 2 years after the permit expires and then securely destroyed. Once the permit is issued, the supporting documentation is securely destroyed.

6.0 Data subjects have a range of data rights

- Right of access by the data subject
- Right to rectification
- Right to erasure ('right to be forgotten')
- Right to restriction of processing
- Right to data portability
- Right to object and automated individual decision-making

The Council's data access request policy and procedures are available on www.clarecoco.ie or please contact dpa@clarecoco.ie.

7.0 The right to lodge a complaint with the supervisory authority

If you are not satisfied with a decision on your request for access to data or have concerns about personal data processing, you have the right to make a complaint to the Data Protection Commission, Canal House, Station Road, Portarlinton, Co. Laois, Ireland. Before doing so it is recommended that you contact Clare County Council (DPA@clarecoco.ie) to establish the circumstances. We may be in a position to resolve the problem in a timely manner.

The Data Protection Commission website www.dataprotection.ie has further details and the forms that are required to be completed if you wish to raise a concern or make a complaint.

8.0 Contact details for the data controller and data protection officer

The identity and the contact details of the controller:

Clare County Council,
Traffic Team
New Road, Ennis, Co. Clare
Telephone: 065 – 6821616; 065-6846384, 065-6846379; 065-6846376
Email: trafficteam@clarecoco.ie Website: www.clarecoco.ie

The contact details of the data protection officer: Telephone: (065) 6846405
Email: DPA@clarecoco.ie