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

Data Protection Privacy Notice for Form: TF100 - First Taxing of a Trailer or Change of Particulars for a Trailer

Part A:

We are fully committed to keeping all personal data submitted to us safe and secure. All necessary technical measures have been put in place to ensure the safety and security of the systems which hold your data.

Being open and transparent in how we process your personal data is important to us and therefore we aim to keep you informed of the purpose(s) for which your personal data will be used and why, where it may be shared elsewhere and why, and how long your data may be held by the Department.

Data Controller and Data Protection Officer

The Department of Transport, Tourism and Sport has two data Controllers:

1. The Department of Transport, Tourism and Sport
2. The Driver and Vehicle Computer Services Division of the Department

The Department has its Headquarters in Leeson Lane, Dublin D02 TR60. It has appointed a Data Protection Officer (DPO) for you to contact if you have any questions or concerns around the Department's personal data policies or practices. The Department's DPO details are as follows:

Aoife McQuillan

Department of Transport, Tourism and Sport,

Leeson Lane

Dublin D02 TR60

Ph: 00353 (1) 604 1450

Email: dpo@dttas.gov.ie

Please contact the Department's DPO with any queries you may have in relation to this privacy statement for Form TF100 - First Taxing of a Trailer or Change of Particulars for a Trailer.

Personal data processed by the Department will only be used for the specific purpose(s) as outlined when the data is collected, or in later communications, and will only be used in accordance with the Data Protection legislation in force.

Data Subject Rights:

When you provide personal data to us you have certain rights available to you in relation to that data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, as detailed above, indicating which right you wish to exercise:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Finally, as a data subject, should you be unhappy with the provision of information in this Notice you can make a complaint the Data Protection Commission, which is Ireland's Supervisory Authority for data protection matters.

Part B: Information Specific to the Data Being Collected in Form TF100 - First Taxing of a Trailer or Change of Particulars for a Trailer

The following data is specific information in relation to the personal data processed for the purposes of Form TF100

Specific Purpose:

Form TF100 is used when first licensing a new or used trailer. The TF100 form is also used if details relating to the owner or the trailer have changed since the trailer licence was last renewed. These details can be updated at the time of renewal of the trailer licence. The form is processed by the Local Motor Tax Office and the details submitted to the Department of Transport, Tourism and Sport, with the details of any physical changes to the trailer or if the owner's name or address has changed since the trailer licence was last renewed. The TF100 form and the fee for the renewal of the trailer licence (if application for renewal of the trailer licence is being made) is sent to the Local Motor Tax Office to be processed. The National Vehicle and Driver File (NVDF) is updated by the Local Motor Tax Office to show the changes to the trailer details or to the trailer owners details.

The NVDF constitutes the national driver and vehicle registers and has a legal basis in Section 60 of the Finance Act 1993. The NVDF database contains details in respect of the registered vehicles and licensed drivers in the country. The NVDF plays a critical role in the collection of motor tax and vehicle ownership notification services. The NVDF also fulfils legal obligations in relation to the recording of penalty points and provides vehicle and driver related statistical analyses to assist with the business objectives of a range of stakeholders.

Legal Basis:

The legal basis for this form is the Road Traffic (Licensing of Trailers and Semi-trailers) Regulations, 1982 (S.I. No. 35 of 1982) and Road Traffic (Licensing of Trailers and Semi-trailers) Regulations, 2012 (S.I. No. 399 of 2012)

Recipients:

Section 60 of the Finance Act (No. 13 of 1993) as amended provides for access to the National Vehicle and Driver File (NVDF) data to those prescribed in Regulations by the Minister for Transport, Tourism and Sport

These include:

- Government Agencies who use the NVDF data for business delivery purposes, assisting with investigations and assisting in the execution of a regulatory framework; and
- Other persons assisting with the provision of a commercial service which is considered in the general public interest

Transferred outside the EU/EEA and countries with which there is no adequacy agreement*

The personal information you provide in this form is not transferred outside the EU/EEA.

Retention period:

The data collected for this purpose will be held by the Department only as long as there is a business need to do so in line with the purpose(s) for which the personal data was collected. After this time it will be marked for destruction and will be destroyed in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permission received from them or in line with other statutory requirements for destruction.

Data provision - Statutory Obligation

The personal data provided for this purpose is being requested under the requirements of Section 60 of the Finance Act 1993. The Road Traffic (Licensing of Trailers and Semi-trailers), 1982 (S.I. No. 35 of 1982), sets out the provisions that must be complied with when licensing trailers or semi-trailers. The law places an obligation on the owner of the trailer to notify the Department of Transport, Tourism and Sport of changes to their details or the details of their trailer and the changes are recorded on the National Vehicle and Driver File (NVDF).

Automated decision making

Automated decision making is not part of the processing of the personal data included in this form.

Information from a third party

Not applicable for this form. The law requires the owner of the vehicle to complete this form, the owner's details are recorded on the NVDF.

Technical information on data collected

Technical information on the cookies used on our website is available on www.dttas.gov.ie/dataprotection.

*Please see the EU Commission website for further information - https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en