



Comhairle Cathrach Chorcaí
Cork City Council

Road Operations Licences – Privacy Notice

1. Cork City Council has created this privacy notice to demonstrate our firm commitment to privacy and to assure you that all your dealings with the **Roads Operation Section** will adhere to the general principles of data protection and your data is:
 - Processed lawfully, fairly and in a transparent manner;
 - Collected for specified, explicit and legitimate purposes;
 - Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');
 - Accurate and, where necessary, kept up to date;
 - Kept in a form which permits identification of data subjects for no longer than is necessary;
 - Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.
2. **Purpose** - Your information is collected to administer one or more of the following:
 - Street Furniture Licence
 - Skip Placement Licence
 - Skip Operator Licence
 - Road Opening Licence
 - Use of Public Spaces Licence
 - Mobile Crane & Hoist Licence
 - Hoarding & Scaffolding Licence
 - Violations Notices regarding the above
3. **Categories of data** - The following is an indicative list of the Personal Data which may be required to process any of the abovementioned licences:

Name, Address, Eircode,
Contact Phone number(s),
Email address,
Signature,
Bank details,
PPSN,
Fax Number,

E-Mail Contractor Details (If different from Applicant),
Insurance Details

4. **Legal Basis** -The legal basis and the legitimate interest for processing your personal data is provided for under the following
 - Roads Act 1993
 - Planning & Development Act 2002
 - Cork City Council Bye-Laws for the Regulation and Control of Skips 2000
 - Directions for the Management and Control of Roadworks in Cork City - (In accordance with Section 101D Road Traffic Act, 1961 (Subsection 2) as inserted by Section 9 of the Dublin Transportation Authority (Dissolution) Act 1987 and as prescribed in the Road Traffic (Co-ordination of Roadworks) Regulations, 1992, Cork City Council can issue Directions to persons carrying out roadworks in its functional area)

5. **Information Sharing** – The Council may share your information with other Cork City Council sections in accordance with statutory obligations. In addition, the Council may share your information with An Garda Síochána in accordance with statutory and regulatory obligations.

6. Your information will be retained in accordance with the Local Authority National Records and Retention Policy 2002 as updated.

For further information in relation to Cork City Council's Data Protection Policy & Privacy Statement, please go to <https://www.corkcity.ie/en/council-services/public-info/gdpr/>