

## National Transport Authority

### Privacy Notice for Licensed Bus Operators Grant Scheme

This Privacy Notice is issued by the National Transport Authority of Dún Scéine, Iveagh Court, Harcourt Lane, Dublin 2 (“NTA”, “we”, “us”, “our”).

Having regard to the effect of COVID-19 on public bus passenger services, the Department of Transport has decided to make available a de minimis aid scheme for the benefit of holders of licences to provide such public bus passenger services to the extent such holders satisfy the requirements of the scheme (the “Scheme”). The NTA is assisting the Department of Transport in relation to the provision, management and supervision of the Scheme.

The purpose of this notice is to inform you of the personal data relating to you that we may collect in connection with any application for a grant under the Scheme and, if awarded, the administration of such a grant (a “Grant”), the uses (including disclosures to third parties) we may make of such personal data and your rights in relation to your personal data.

If you have any questions about our use of your personal data, please contact us at [privacy@nationaltransport.ie](mailto:privacy@nationaltransport.ie) or you can contact our Data Protection Officer at [privacy@nationaltransport.ie](mailto:privacy@nationaltransport.ie)

#### **Personal Data that we Collect and Process**

We will collect and process personal data relating to you that we receive from you or other people involved in applying for or administering a Grant and that we generate in connection with the Grant and the Scheme.

This personal data may include:

- your name and contact details, including your address, phone number and email address;
- your role in connection with the public bus passenger services that are the subject of the application for a Grant or in respect of which a Grant is awarded;
- financial information in connection with the administration of a Grant;
- information relating to compliance with the conditions applicable to a Grant; and
- any other personal data relating to you that you provide to us or that we generate about you in connection with a Grant and the Scheme.

#### **Purposes of Processing and Legal Basis**

We will use personal data relating to you for the purposes of:

- considering and processing any application for a Grant under the Scheme;
- communicating with you in connection with a Grant and the Scheme;
- administering a Grant and the Scheme;
- providing details relating to a Grant and the Scheme to the Department of Transport;
- generating reports and analysing statistics regarding the Scheme (where possible, personal data will be anonymised before being used for this purpose);
- fraud prevention, investigation and detection;
- establishing, exercising or defending legal claims; and
- performing our functions as a public authority and complying with our legal obligations.

The legal bases on which we process your personal data are that this is:

- necessary for the performance of tasks that we carry out in the public interest and the exercise of official authority vested in us by law, including under section 28 of the Dublin Transport Authority Act 2008; and
- necessary for compliance with a legal obligation that applies to us.

## **Recipients of Data**

We may disclose your personal data to other organisations in connection with the above purposes, including:

- the Department of Transport where required or permitted by law in connection with the Scheme;
- third parties who we engage to provide services to us, such as outsourced service providers, IT services providers, professional advisers and auditors;
- other public authorities and bodies where required or permitted by law, such as An Garda Síochána for the purposes of the prevention, investigation or detection of crime; and
- members of the public where we are required to make information publicly available under applicable law, such as under the Freedom of Information Act 2014.

## **Retention**

We will not hold your personal data for longer than is necessary. We retain your personal data for as long as we need it for the purposes described in this Notice, or to comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that might arise between you and us.

## **Requirement to Provide Data**

You are not under a statutory obligation to provide us with personal data in relation to an application for a Grant under the Scheme. However, there are some pieces of information that you must provide to us so that we can process such an application, such as contact details. If you do not provide us with this personal data, then we might be unable to process an application for a Grant.

If a Grant is awarded, you are obliged to provide us with certain information in relation to the administration of that Grant, which may include personal data. A failure to do so would amount to a breach of the conditions of the G and we may have such legal rights and remedies as are available under applicable law.

## **Transfers Abroad**

We do not transfer your personal data outside the European Economic Area.

## **Your rights**

You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your personal data:

- the right to access your personal data;
- the right to request the rectification and/or erasure of your personal data;
- the right to restrict the use of your personal data;
- the right to object to the processing of your personal data; and
- where our processing is based on contract, the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.

If you wish to exercise any of the rights set out above, please contact us at [privacy@nationaltransport.ie](mailto:privacy@nationaltransport.ie) or you can contact our Data Protection Officer at [privacy@nationaltransport.ie](mailto:privacy@nationaltransport.ie)

## **Updates**

We may occasionally update this notice. The latest version of it will be available at [www.nationaltransport.ie](http://www.nationaltransport.ie).

## **Complaints**

If you are not happy with the way we are using your personal data or how we facilitate your rights or comply with our obligations under applicable data protection law, you have the right to make a complaint to the Data Protection Commission by emailing [info@dataprotection.ie](mailto:info@dataprotection.ie).