

## **Comhairle Chontae na Mí**

Teach Buvinda, Bóthar Átha Cliath, An Uaimh,  
Contae na Mí, C15 Y291

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Web: [www.meath.ie](http://www.meath.ie)

Uimhir Chláraithe: 00172770



## **Meath County Council**

Buvinda House, Dublin Road, Navan,  
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**Tel: 046 – 9097000/Fax: 046 – 9097001**

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Registration No.: 00172770

### **Data Protection Privacy Statement for**

*MTAX008 - Vehicle Conversion*

#### **Who we are and why do we require your information?**

Meath County Council seeks to promote the economic, social and cultural development of County Meath and in doing so contribute significantly to improving the quality of life of the people of County Meath. The delivery of high quality services, tailored to meet the needs of all our customers, remains one of Meath County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment. In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of County Meath, we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, the information sought may include 'personal data' as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past; current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

#### **Why do we have a privacy statement?**

Meath County Council has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Meath County Council, we will ensure the security of the data you provide to us. Meath County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Meath County Council's commitment is that the personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained
- Recorded, stored accurately and securely and where necessary kept up to date
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Kept in a form which permits identification of the data subject
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

#### **Data Protection Policy**

Meath County Council has a detailed Data Protection Policy which outlines how we as a public body are committed to ensuring the security of any personal data you provide to us.

#### **What is the activity referred to in this Privacy Statement?**

It is a legal requirement to have motor taxation if you want to drive your vehicle in a public place. The registered owner of a vehicle makes an application for a vehicle licence (tax disc) by completing form RF100 / RF100A or form RF 111 if details relating to the vehicle have changed since the vehicle was taxed last. The motor taxation office processes this application in order to issue the appropriate vehicle licence and / or record the change of details. In the case of a vehicle conversion Revenue Forms - Owner's Declaration of Conversion (Form VRTCONV), Suitably Qualified Individual Declaration of Conversion (Form VRTCONVSQI) and Test 48 certification (Masses and Dimensions) issued by an N.S.A.I. Approved Test Centre are also required to be submitted.

**What is the basis for making the processing of personal data in this activity lawful?**

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Meath County Council [Article 6(1)(e) of the General Data Protection Regulations, 2016].

**We require your contact details**

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

**What items of personal data do we need to undertake this activity?**

RF 100 (First time taxing) - Personal Data - Registered owners Name, Address and Phone Number, Name of Vehicle Insurance Company, Insurance Policy Number and expiry date of Policy. Debit / Credit Card details if paying by card, i.e. Card Type, Card Account Number, Expiry Date. Registered owners signature.

RF 100A (Renewal of Tax) - Personal Data - Registered owners Name, Address and Phone Number, Address at which the vehicle is ordinarily kept if different from address of registered owner, Name of Vehicle Insurance Company, Insurance Policy Number and expiry date of Policy. Debit / Credit Card details if paying by card, i.e. Card Type, Card Account Number, Cardholders Name & Address, Contact Number, Cardholders signature and Card Expiry Date.

RF 111 (Change of Particulars) - Personal Data - Registered owners Name, Address, and Phone Number, Address at which the vehicle is ordinarily kept if different from address of registered owner, Name of Vehicle Insurance Company, Insurance Policy Number and expiry date of Policy. Debit / Credit Card details if paying by card, i.e. Card Type, Card Account Number, Cardholders Name & Address, Contact Number, Cardholders signature and Card Expiry Date.

The motor taxation forms also capture information regarding the vehicle such as Vehicle Registration Number, Vehicle Make / Model, Vehicle Colour, Chassis No, Body Type, Engine Number / Capacity (cc), CO2 emissions, Taxation Class / Basis of Assessment, EU Type Approval, Number of seats, Number of windows, Date of first registration in the State, Engine / Fuel / Power Source / Type. Motor Tax Arrears Period / Past Owner Period if applicable.

Revenue Forms - Owner's Declaration of Conversion (Form VRTCONV), Suitably Qualified Individual Declaration of Conversion (Form VRTCONVSQI) and Test 48 certification (Masses and Dimensions) issued by an N.S.A.I. Approved Test Centre are also required to be submitted. These forms capture the personal data of the registered owner such as Name, Address, PPS Number and Telephone Number. The forms also capture information relating to the vehicle. Note: Depending on the Tax class the registered owner wishes to apply for, they may also be requested to submit the appropriate supporting documentation e.g. Light Goods Vehicle would require the supporting documentation mentioned under "First Time Taxation / Renewal of Taxation / Change of Particulars - Light Goods Vehicle"

Some Personal Data may also be collected from the Revenue Commissioners, Department of Transport, Tourism and Sport.

**This personal data will be used for the following purpose:**

The information required on the motor taxation application form/s is stipulated by the Department of Transport, Tourism and Sport and is required in order to maintain correct and up to date vehicle records.

**Is the personal data submitted as part of this activity shared with other organisations?**

Meath County Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required Meath County Council shall have regard to the security and integrity of the data and will minimise the data shared.

**In this activity, the data will be shared with the following recipients:**

The Motor Taxation office may in certain circumstances provide a third party with an S103 / C.T. 53 form, confirming the details of the registered owner - name / address / date of ownership / date notified / taxation history of a vehicle, for a particular date.

Examples include a solicitor seeking information (the name, address of a registered owner on a particular date where their client was involved in a road traffic collision with a vehicle bearing the registration number of the vehicle quoted) under S.I. 277/1994. The Authorised Officer signs a form (S103) confirming the details.

An Garda Síochána seeking a signed S103 confirming the registered owners details where they are preparing Fixed Charge Penalty Notices to go before the courts.

The Motor Taxation office may also give the Meath County Council Internal Auditor and / or the Local Government Audit Service access to records to facilitate an Audit.

In this activity, if the personal data is to be transferred to a different country, it will be transferred to the following countries (if there are no countries listed, it is not intended to transfer the personal data abroad):

N/A

#### **How long is this personal data held by Meath County Council?**

Meath County Council has a detailed record retention policy which goes in to more detail of the time period for which your personal data will be retained by Meath County Council and what will happen to it after the required retention period has expired.

The data processed as part of this activity will be retained for the following period(s):

7 years,

Credit/Debit card details are securely destroyed at the end of every day.

#### **What will happen if the requested personal data is not provided?**

The issue of a vehicle licence will not be possible.

#### **Your Rights**

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by Meath County Council. You also have the right to data portability. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. To exercise these rights, you should contact Meath County Council (Data Controller) at the following address:

email: [dataprotection@meathcoco.ie](mailto:dataprotection@meathcoco.ie)

Data Protection Officer,  
Meath County Council,  
Buvinda House,  
Dublin Road,  
Navan,  
Co. Meath

#### **Right of Compliant to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you received from Meath County Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their office at:

Lo Call Number: 1890 252 231

E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address:  
Data Protection Commissioner

Canal House  
Station Road  
Portarlington, Co. Laois. R32 AP23.

