

**TRANSPORT INFRASTRUCTURE IRELAND**  
**ALTERNATIVELY-FUELLED HEAVY DUTY VEHICLES**  
**PURCHASE GRANT SCHEME**  
**DATA PROTECTION NOTICE**

This data protection notice is issued by Transport Infrastructure Ireland (“**TII**”) (“**we**”, “**us**” or “**our**”).

The Department of Transport (the “**Department**”) has appointed TII to administer the alternatively-fuelled heavy duty vehicles purchase grant scheme (the “**Scheme**”), with TII entering into grant agreements directly with recipients of grants under the Scheme.

TII is the controller of the personal data relating to you that we collect in connection with the Scheme.

We take our responsibilities under applicable data protection law, including the General Data Protection Regulation (the “**GDPR**”) and implementing legislation such as the Data Protection Act 2018, very seriously. The purpose of this notice is to inform you of the data relating to you that we may collect and the uses that we may make of your data in administering the Scheme.

**1. What information do we collect**

1.1 We (or service providers acting on our behalf) may collect and process data relating to you during the course of our relationship with you (and afterwards as set out below). Such data may include:

- (a) name and contact details;
- (b) tax clearance certificate;
- (c) evidence of renewal of insurance;
- (d) vehicle registration certificate for the vehicle which is the subject of a grant application;
- (e) amount of the grant;
- (f) financial details relating to the sole trader, including turnover (for the purposes of SME categorisation);
- (g) vehicle registration number;
- (h) any other details which relate to whether you are compliant with the Scheme General Terms and Conditions (e.g. if it is brought to our attention that a vehicle which is the subject of a grant application or a grant awarded under the Scheme has been used to perpetrate, or has been used in connection with, criminal activity).
- (i) bank account details for a sole trader (being the account into which the grant will be paid); and
- (j) any other personal information you have provided directly to us.

1.2 As well as collecting information directly from you, we may also receive vehicle registration numbers relating to your vehicle from third party service providers and other grant providers to verify that vehicles are not benefitting from multiple grant schemes.

## 2. Purpose of processing and legal basis

- 2.1 Your personal data may be used by us and by third party service providers (such as a scheme operator) acting on our behalf for the purposes of:
- (a) administering the Scheme, which includes general administration, assessment of eligibility under the Scheme, and calculation and payment of a grant under the Scheme,
  - (b) complying with any obligations imposed on us by applicable law;
  - (c) complying with our legal and regulatory obligations; and
  - (d) overseeing and reviewing the operation of the Scheme.
- 2.2 The legal basis on which we collect and process your personal data in the manner described above is:
- (a) for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (under Article 6(1)(e) of the GDPR and section 38 of the Data Protection Act 2018); and
  - (b) where the applicant is a sole trader, that the processing is necessary for the performance of a contract with sole trade e.g. for compliance with the Scheme rules and terms and conditions.
- 2.3 In circumstances where it is brought to our attention that a vehicle which is the subject of a grant application or a grant awarded under the Scheme has been used to perpetrate, or has been used in connection with, criminal activity, we will, where relevant, process such data for the performance of a task in the public interest (Article 6(1)(e) of the GDPR and section 38 of the Data Protection Act 2018) or in connection with our determination of eligibility for benefits or services (section 55(2)(b)).
- 2.4 Further, we have ensured that any processing of your personal data will be limited to what is necessary and proportionate.

## 3. Disclosure of personal data

- 3.1 Where necessary and proportionate, we may disclose your personal data to third party recipients in connection with the purposes set out above. This includes sharing your personal data with:
- (a) a scheme operator appointed by TII to operate the Scheme on its behalf;
  - (b) any successor to TII as the administrator of the Scheme;
  - (c) other grant providers (including, where relevant, Gas Networks Ireland) to ensure that vehicles are not benefitting from multiple grant supports;
  - (d) other service providers (including consultants and legal advisors) in connection with the operation and administration of the Scheme;
  - (e) other public authorities and bodies such as An Garda Síochána or other law enforcement authorities, where required or permitted by law, for the purposes of the prevention, investigation or detection of crime; and
  - (f) the Department of Transport (the “**Department**”) in connection with the Department’s review, audit and oversight of the administration of the Scheme from time to time. For further details, please see the [Department’s data protection notice](#).

4. **Retention**

4.1 We will retain your personal data for the duration of our administration of the Scheme and for such period of time thereafter as is necessary to exercise our rights or comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that might arise.

5. **Necessity of Provision of certain information and consequences**

5.1 We require the personal data described at 1. above in order to administer the Scheme. If you do not provide us with all relevant details then you will not be able to avail of the Scheme.

6. **Your rights and how to update your information**

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

- (a) the right to access your personal data;
- (b) the right to request the rectification and/or erasure of your personal data;
- (c) the right to restrict the use of your personal data;
- (d) the right to object to the processing of your personal data, where we are processing it based on this being necessary for the performance of a task carried out in the public interest or in the exercise of official authority;
- (e) the right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller, where we are processing the data based on your consent or where this is necessary for the performance of a contract with you.

6.2 In order to exercise any of the rights set out above, please contact:

	<b>By Email</b>	<b>By Post</b>
<b>TII</b>	<a href="mailto:dataprotection@tii.ie">dataprotection@tii.ie</a>	Data Protection Officer, Transport Infrastructure Ireland, Parkgate Business Centre, Parkgate Street, Dublin 8, D08 DK10

6.3 We are required to keep all data accurate and up to date. To enable us to do this, please ensure that you keep us up to date with any changes to your personal data.

7. **Queries and Complaints**

7.1 If you have any queries or complaints in connection with our processing of your personal data, you can contact us using the contact details at 6.2 above.

7.2 You also have the right to lodge a complaint with the Irish Data Protection Commission if you are not happy with the way we have used your information or addressed your rights. Details of how to lodge a complaint can be found at (<https://forms.dataprotection.ie/contact>) or you can call the Data Protection Commission at 353 (0)761 104 800.