



CLARE COUNTY COUNCIL

COMMUNITY HEDGE CUTTING GRANT SCHEME

Please read the privacy notice below before completing the application form.

The council also has a Privacy statement which is a general document about how we approach data protection as an Organisation and is available on the council's website <http://www.clarecoco.ie/finfo/privacy-statement/> or on request from this department.

DOCUMENT NO.	REVISION NO.	DETAILS	EFFECTIVE DATE
DP-PN-01	1	Privacy Notice for Community Hedge Cutting Grant Scheme	24.07.2020

Clare County Council – Roads & Transportation privacy notice

In order to provide an effective and targeted service to meet the needs of the citizens of County Clare we will be required to collect, process and use certain types of information about people applying for the Community Hedge Cutting Grant Scheme. Depending on the service being requested 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 your personal data, as applicant, and members of your group who may also be part of the application.

Why do we have this privacy notice?

Clare 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 Clare County Council that we will ensure the security of the personal data you provide to us.

Contact Details

Clare County Council's contact details in relation to the Transportation Department service are as follows:

Telephone: 065-6846313

Email: roads@clarecoco.ie

Post: Áras Contae an Chláir, New Road, Ennis, Co. Clare V95 DXP2

Data Protection Contact:

Data Protection Officer

Telephone: 0656846405

Email: DPA@clarecoco.ie

Post: Áras Contae an Chláir, New Road, Ennis, Co. Clare V95 DXP2

Clare County Council creates, collects and processes a vast amount of personal data in various multiple formats on a daily basis. Clare 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 the 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.

Legal basis for the collection, processing and sharing of personal data as part of the Community Hedge Cutting Grant Scheme provision.

Clare County Council, may, for the purpose of its functions under Section 70 of the 1993 Roads Act, request all of the information contained in the Community Hedge Cutting Grant Scheme application form which has been devised by the Roads and Transportation Directorate, Clare County Council. Section 70 of the Roads Act, 1993, places the responsibility on the landowner to remove any tree, hedgerow etc which could present a hazard to the public road user. Clare County Council incentivises the Community Hedge Cutting Grant Scheme to assist landowners in this regard.

Types of Personal data required

In advance of completing the Community Hedge Cutting Grant Scheme application form you should read the information leaflet which accompanies the form carefully. You should take care to complete the Application form fully, ensure you understand the schemes terms and conditions, and provide the required supporting documentation. Failing to complete the application form or to provide the required supporting documentation will result in your application not being considered.

All applicants/groups are required to provide information on the following categories of data (where they are applicable)

- Personal details of applicant/ group (names, addresses, phone number, email address)
- Applicants Bank Account details, to facilitate payment of the grant
- Details of ownership of land + map indicating the road proposed to be in the Scheme

How your personal data will be used/processed by the Roads & Transportation section within Clare County Council

Phone numbers and email addresses

When contacting us we may ask you for a contact mobile phone number (or email). If we do, we may use this number to contact you by phone or by email. We will only contact you about matters that affect your application.

Electronic storage and processing of your data

The volume of customers the Council serves and range of services we provide requires an IT system to manage customer applications. Data from these applications is recorded on an Excel System and hard copy applications and related documentation are held in storage. Access to the data is controlled and restricted to relevant staff involved in assessing and processing the various services with other security measures such as passwords.

We will also be required to maintain an overview of your application history. The data we will be keeping as part of this overview of transaction history is as follows:

- Name and contact details
- Date of application
- Outcome of application – including amount approved.
- Other relevant information in relation to your application

The data you supply to Clare County Council as part of your application for the Community Hedge Cutting Grant Scheme will only be used by Clare County Council for the purpose of assessing and processing your application.

List of other Departments within Clare County Council with whom the group personal data will be shared as part of the assessing and processing of your Hedge Cutting Application is as follows :

- Municipal District/Area Offices
- Finance Department
- IT Department

Prevention and detection of fraud

Your data may also be shared with other sections within Clare County Council to make sure the information is accurate, to protect public funds, recover debt and/or prevent or detect fraud.

Records Retention Policy

Clare 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 Clare County Council and what will happen to it after the required retention period has expired.

A copy of the National Retention Policy for Local Authority Records can be accessed via the LGMA website.

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 Clare County Council. 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. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. Further details can be obtained from Clare County Council's website.

Right of Complaint to the Office of the Data Protection Commission

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

The Data Protection Commission website is www.dataprotection.ie or you can contact their Office at:

Lo Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address: Data Protection Commission,
Canal House,
Station Road,
Portarlinton,
Co. Laois. R32 AP23



CLARE COUNTY COUNCIL

COMMUNITY HEDGE CUTTING GRANT SCHEME APPLICATION FORM 2020

Application should be submitted as soon as possible but not later than 30th September 2020

Details of Road/Road Network

- (a) Location of Road/Road Network – indicate townland(s), nearest town or village and **include map showing clearly and accurately the road location, including road number, to which the application refers:**
- _____
- (b) Length of Road/Road Network to which this application refers _____
- (c) Total length of roadside hedge/trees to be cut back _____
- (d) Number of landowners and residents on road/road network: _____
- (e) Municipal District Area:
- _____

Terms and conditions

- We, the undersigned, being members of a local community/group in County Clare, hereby apply to Clare County Council for consideration under the Community Hedge Cutting Grant Scheme.
- We hereby appoint and delegate full power to _____
of _____ to act for us in all correspondence and other business arising out of this application and we agree to be bound by our nominee's correspondence and acts.

WE UNDERSTAND AND ACCEPT THAT:

- Limited funding is available for this Scheme and all the terms and conditions should be strictly adhered to.
- All offending hedges and overhanging trees along the proposed network must be adequately cut back.

- The minimum length of road network to be incorporated in any application is 5km. However each application will be assessed on its own merits and in certain exceptional circumstances an application may be accepted incorporating a road network of less than 5km in length.
- Grants will be calculated based on the actual estimated length of hedging/trees which need attention rather than on the length of road which is incorporated in the road network submitted in an application. Where hedging/trees on both sides of a particular section of road need attention, the length to be included in the grant calculation will be doubled.
- The road network to which an application refers must be continuous – If there's a break in the network to be proposed, a separate application will be required. Termination points must be at junctions rather than at an arbitrary location along the length of a road or roads (this may not apply in some exceptional circumstances).
- All hedge cutting must be carried out between September 1st 2020 and the last day of February, 2021.
- No grant applications will be accepted after 30th September, 2020.
- Works for which grant approval is confirmed must be completed in the same season.
- **No grant will be paid out until the Council is satisfied that all hedge/tree cutting required along the network proposed in the application is completed to the required standard.**
- Each community/group will have to nominate a contact person through whom all correspondence would be channelled.
- Communities will undertake works and organise relevant hedge cutting contract and pay for same.
- It is a matter for applicant communities to ensure that the contractor to be engaged is appropriately insured, is compliant with present day Health and Safety regulations, to confirm to the Council that these compliance requirements have been satisfactorily verified and to give the relevant Municipal District Office at least 7 days notice of intention to carry out the works. **Clare Co Council will not consider any works for funding which have been carried out in advance of the grant application being considered.**
- Clare County Council will provide a grant of €50 per km of roadside hedge/overhanging trees approved to be attended to, subject to available resources.
- Any application submitted without the required accompanying map identifying the roads to which the application refers will not be considered.
- In the event of a large influx of applications, priority will be given to those roads that facilitate school bus and other public and special needs transportation routes.

Please fill in the table below in respect of all residents and landowners residing along the proposed road/road network which is the subject of this application to convey their approval to the proposed works.

If there isn't enough space for all names below, please provide on a separate sheet.

<u>SIGNATURE</u>	<u>Resident or Landowner</u>	<u>ADDRESS</u>
Each resident/landowner should personally sign this form :		
* Having first familiarised themselves with the Scheme terms and GDPR Privacy Notice *		

To facilitate assessment of your application a map is required indicating the road(s) that are proposed to be included in the scheme. If you need assistance in preparing the required map please contact your local municipal district office where guidance will be provided – contact details below.

Ennis Municipal District
 Áras an Contae
 New Road
 Ennis
 (065) 6866135

West Clare Municipal District
 Kilrush Civic Offices
 Market Square
 Kilrush
 (065) 9051047

Killaloe Municipal District
 Mountshannon Road
 Scariff,
 Co.Clare
 (061) 640815

Shannon Municipal District
 Town Hall
 Shannon
 Co.Clare
 (061) 362319

Signature of Applicant/ Representative

Postal Address

Mobile Phone number _____

Completed form to be returned to:-

Administrative Officer,
 Clare County Council,
 Transportation Department,
 Áras Contae an Chláir,
 New Road
 Ennis,
 Co. Clare

Tel: 065-6821616 Fax: 065-6828233 e-mail: roads@clarecoco.ie W: www.clarecoco.ie