



CLARE COUNTY COUNCIL

COMMUNITY INVOLVEMENT 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 <https://www.clarecoco.ie/info/privacy-statement/> or on request from this department.

DOCUMENT NO.	REVISION NO.	DETAILS	EFFECTIVE DATE
DP-PN-01	1	Privacy Notice for Community Involvement Scheme	06.06.2019

Clare County Council – Roads & Transportation privacy notice

Clare County Council Transportation Department is required to collect, process and use information about people applying for the Community Involvement Scheme. The information includes 'personal data' as defined by the Data Protection Acts and by the general data protection regulation (GDPR). Personal data is sought in relation to the Community Involvement Scheme.

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 we will ensure the security of the personal data you provide to us.

Contact Details

Transportation Department Contact
Telephone: 065-6846333
Email: roads@clarecoco.ie
Post: Áras Contae an Chláir, New Road, Ennis, Co. Clare V95 DXP2

Data Protection Contact:
Data Protection Officer
Telephone: 065-6846405
Email: DPA@clarecoco.ie
Post: Áras Contae an Chláir, New Road, Ennis, Co. Clare V95 DXP2

Legal basis for the collection, processing and sharing of personal data as part of the Community Involvement Scheme

The legal basis is to comply with legal obligations under the Roads Act 1993 and to perform a task in the public interest. Clare County Council, may, for the purpose of its functions under Section 82 of the 1993 Roads Act, request all of the information contained in the Community Involvement Scheme (CIS) Grant application form which has been devised by the Transportation Department, Clare County Council. Section 82 of the Roads Act, 1993, indicates that grants may be made available to Road Authorities in relation to public roads. Clare County Council incentivises the Community Involvement Scheme (CIS) to assist communities in maintaining public roads.

Types of Personal data required

Before completing the Community Involvement Scheme application form you should read the information which accompanies the form carefully. You should complete the Application form fully, ensure you understand the terms and conditions and requirements, 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)

- Names and address of the residents or landowners along the road that funding is being applied for.
- Name, address, email and contact phone number of the applicants' representative.
- Details of the road proposed to be in the Scheme to be accompanied by a map highlighting same

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

We will only contact you about matters that affect your application.

The names, address and authorisation of the residents or landowners along the road that funding is being applied for, are required in order to confirm that they agree to appoint a representative and delegate full power to that representative to act for them in all correspondence and other business relating to the application and that they agree to pay the monetary contribution as required in accordance with the scheme by the appropriate time period as defined by Clare County Council

The contact details of the applicant's representative are required so the Council can forward all relevant correspondence and/or to get clarity on any issues pertaining to the application.

Electronic storage and processing of your data

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 restricted to relevant staff involved in assessing and processing applications under the Community Involvement Scheme,

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

Clare County Council are required to carry out a comprehensive assessment of applications received under the Community Involvement Scheme. The details provided in the application form are required in order to carry out the necessary assessment and to get clarity on any queries we may have in relation to the 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 Community Involvement Scheme Application is as follows:

- Municipal District/Area Offices

Clare County Council are required to assess the condition of the road, record the road length and the number of dwellings and provide an estimate of costs. This assessment process is carried out by the relevant Municipal District/Area office. They will require the details provided in the application form in order to carry out the necessary assessment and to get clarity on any queries they may have in relation to the application.

Records Retention Period and Policy

Clare County Council will retain the application forms for a period of 1 year after the scheme has been audited, in accordance with the Council's records retention policy.

Data Protection Policy & Your Rights in Relation to your Personal Data

Clare 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 provided to us. It also informs as to our obligations and your rights under data protection law. To exercise these rights please see details in the Privacy Statement at the attached link above and the sample application forms on our website <http://www.clarecoco.ie/your-council/how-we-manage-information/data-protection/> (or available on request from the Data Protection office, see contact details above).

Right of Complaint to the Office of the Data Protection Commission

Complaints about data protection matters can be lodged with 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 INVOLVEMENT SCHEME

APPLICATION FORM

Closing date for return of completed application forms is May 30th, 2025

Details of Road

(a) Location of Road – include road number and townland:

(b) Length of Road to be included in scheme: _____

(c) Width of Road between fences: _____

(d) Number of dwellings on road: _____

(e) Number of landowners (farms), other than residents on road:

(f) Electoral Area: _____

(g) Type of Works required:

Please attach copy of 6" O.S. Map or similar map indicating location of road and the terminal points of the proposed work and locations of habited dwellings. **Your application will be returned in the absence of a map identifying the proposed road.**

On receipt of the above information, Clare County Council will assess same under the following headings and prioritise roads based on the criteria below.

Certain requirements would apply to the CIS schemes:

- (a) Local authorities would assess the condition of any local roads, for which they intend to apply for funds
- (b) Local authorities would record the length, width, number of farms and dwellings along the roads under consideration
- (c) Local authorities would estimate the overall cost of each scheme taking account of material, labour, machinery and traffic management costs. **The community contribution in each case would be 10% of the estimated cost of the works.**

Taking into account the findings of points a) to c), Clare County Council would prioritise the roads which would be eligible under the "Community Involvement Scheme" and would accordingly issue letters of offer of grant funding to the successful applicants.

A monetary contribution of 10% of the estimated cost of the works is required to be paid by the applicant before Clare County Council would commit to commencing any works.

Clare County Council will only consider applications for funding subject to the necessary national funding being provided.

Terms and conditions

- 1. We, the undersigned, being members of a local community in County Clare, hereby apply to Clare County Council for participation in the Community Involvement Scheme to improve local public roads.
- 2. 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.
- 3. We agree to pay the monetary contribution as required in accordance with the scheme by the appropriate time period as defined by Clare County Council
- 4. Please fill in the table below in respect of **all** residents and landowners residing along the proposed road that is subject to this CIS application as confirmation that **all** residents/landowners wish to proceed with the application.

