

	TFI Local Link Wexford Policies			
Title:	Website Privacy Policy			
Page:	1 of 4	Policy. No.: LLWxP31	Date Approved: 22 nd October 2025	Issue No.4

Category: GDPR Policies

Subject: Website Privacy Policy as part of the Data Protection measures in place to protect the privacy of individuals visiting the TFI Local Link Wexford website

Review of this Policy: Annually by Wexford Local Link CLG, T/A TFI Local Link Wexford (LLWx) Board of Directors

1. Mission Statement

This statement relates to the privacy practices of LLWx in connection with its website. The company is not responsible for the content or privacy practices of any linked sites.

2. Collection and use of Personal Information

LLWx does not collect any personal data on its website. If anyone chooses to send us personal information, for example via our 'Contact Us' page, we will use that information in line with the purpose for which they provided it and to respond if required. Details will only be passed to another agency if it is required by law or if that agency is relevant to the particular enquiry. We do not collect personal information for commercial purposes. Any questions on this policy may be submitted to info@locallinkwexford.ie

3. Personal Data

LLWx does not covertly collect any personal data about any individual on its website. It does, however, use a monitoring application to collate and analyse certain statistical information about the use of its website. When visiting our website the following information is retained about that visit:

- IP (Internet Protocol) Address
- The number of times per visit a request for data was received from each IP Address
- The entry to our website
- The length of time spent on our website
- The identity of any search engine used to access our website
- A list of all the pages visited while on our website

	TFI Local Link Wexford Policies			
Title:	Website Privacy Policy			
Page:	2 of 4	Policy. No.: LLWxP31	Date Approved: 22 nd October 2025	Issue No.4

- The name of the browser used, e.g. Firefox, Chrome, Internet Explorer.

This information is used to monitor usage of our website including the frequency of use of Individual pages.

No attempt is made to identify individual users or to associate the technical details listed above with the individual. The website usage data is used to inform the on-going improvement and development of the Company's website.

What information will be held and for how long:

- In the event of a general query contact, details will be deleted when the information has been provided.
- If there is an enquiry about unmet transport needs or request for transport, LLWx will hold ~~your~~ information ~~in order~~ to provide you with information on relevant new services in area for 6 months after the commencement of a new route, and permanently if a new route is not yet established.
- In the case of a complaint the complainants contact details will be held for 6 months once the complaint has been dealt with and then deleted. (this is to see if there is a pattern in complaints)

4. Data Protection

Data protection is the means by which the privacy rights of individuals are safeguarded in relation to the processing of their data. The Data Protection Acts 2003 to 2018 confer rights to individuals as well as placing responsibilities on entities processing personal data. The requirements of the Data Protection Acts apply to all legal entities within Irish jurisdiction whether government, private, voluntary or charitable that controls personal data.

The acts place obligations on such entities in terms of how they process personal data. One of these obligations is to give a person a copy of their personal data on request. This right to access personal data is subject to very limited exemptions. For further details, please refer to www.dataprotection.ie

As a data controller LLWx has the following responsibilities in relation to personal data.

1. Obtain and process the information fairly.
2. Keep it only for one or more specified and lawful purposes.
3. Process it only in ways compatible with the purposes for which it was given.
4. Keep it safe and secure.
5. Keep it accurate and up to date.

	TFI Local Link Wexford Policies			
Title:	Website Privacy Policy			
Page:	3 of 4	Policy. No.: LLWxP31	Date Approved: 22 nd October 2025	Issue No.4

6. Ensure that it is adequate, relevant and not excessive.
7. Retain it no longer than is necessary for the specified purpose or proposes.
8. Give a copy of his/her personal data to any individual on request.

Under the Data Protection Act, each person has the right to data protection when their details are:

- Held on a Computer.
- Held on Paper or other manual form as part of a filing system.
- Made up of photographs or video recordings of their image or recordings of their voice.

How to make a subject Access Request

Should an individual request access to their personal information that TFI Local Link Wexford holds, under section 3 & 4 of the Data Protection Acts, they have a right to find out.

- If TFI Local Link Wexford holds information pertaining to them.
- To be given a description of such information.
- To be told the purpose(s) for holding such information.
- To get a copy of their information in full.
- To know where the information was obtained.
- How has their information been used?
- If the information has been passed on to anyone.

The request should be made in writing for example:

‘I wish to make an access request under the Data Protection Acts 1988 - 2018 for a copy of any information TFI Local Link Wexford keep about me, on computer or in manual form. I am making this request under section 4 of the Data Protection Acts’.

The data controller is entitled to ask for evidence of identity. Once the request, fee and proof of identity have been received TFI Local Link Wexford will forward the data we hold to the data subject as soon as possible and in any event not more than 40 days after receipt of request.

	TFI Local Link Wexford Policies			
Title:	Website Privacy Policy			
Page:	4 of 4	Policy. No.: LLWxP31	Date Approved: 22 nd October 2025	Issue No.4

Cookies

Cookie	Type
Cookie Compliance	Persistence 1 Yr

Duration Description

Remembers if an individual clicked the accept button in the cookie information bar at the top of the browser.

Cookie	Type
Google Analytics	Persistent 1 Yr

Duration Description

To help us improve our site and to better understand how people use our site we use Google Analytics. Most websites use analytics program. The collected data is anonymous; it does not identify an individual in any way. It helps us identify how many people visit our site, which country they are from, how many pages they have visited, how fast our site loaded and so on.

To delete the cookies please refer to browser help section.

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