



## **Data Protection Privacy Notice for Non-scheduled CSO – Application form**

### **Part A:**

We are fully committed to keeping all personal data submitted to us safe and secure. All necessary technical measures have been put in place to ensure the safety and security of the systems which hold your data.

Being open and transparent in how we process your personal data is important to us and therefore we aim to keep you informed of the purpose(s) for which your personal data will be used and why, where it may be shared elsewhere and why, and how long your data may be held by the Department.

### **Data Controller and Data Protection Officer**

The Department of Transport has two data Controllers:

1. The Department of Transport
2. The Driver and Vehicle Computer Services Division of the Department

The Department has its Headquarters in Leeson Lane, Dublin D02 TR60. It has appointed a Data Protection Officer (DPO) for you to contact if you have any questions or concerns around the Department's personal data policies or practices. The Department's DPO contact details are as follows:

Data Protection Officer  
Department of Transport  
Leeson Lane  
Dublin D02 TR60

00353 (85) 879 7044

[dataprotection@transport.gov.ie](mailto:dataprotection@transport.gov.ie)

Please contact the DPO with any queries you may have in relation to this privacy statement for Non-scheduled CSO – Application form

Personal data processed by the Department will only be used for the specific purpose(s) as outlined when the data is collected, or in later communications, and will only be used in accordance with the Data Protection legislation in force.

## **Data Subject Rights**

When you provide personal data to us you have certain rights available to you in relation to that data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, as detailed above, indicating which right you wish to exercise:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Finally, as a data subject, should you be unhappy with the provision of information in this Notice you can make a complaint to the Data Protection Commission, which is Ireland's Supervisory Authority for data protection matters.

## **Part B: Information Specific to the Data Being Collected in Non-scheduled CSO - Application form**

The following data is specific information in relation to the personal data for processed for the purposes of this form

- Data subjects name;
- Data subjects job title;
- Data subjects direct business contact number;
- Data subjects business email; and
- Data subjects business address.

### **Specific Purpose:**

The Non-scheduled CSO - Application form is used for the purpose of processing an application to provide for flights and releasing the appropriate granted/refused documentation to the third country air operator's representative (the data subject).

### **Legal Basis**

There is a legal basis for the collection and processing of the personal data in the Non-scheduled CSO - Application form. It is the Air Navigation and Transport act, 1965 and associated Statutory Instruments.

### **Recipients:**

This information is held internally by the Department of Transport though may be made available to other Government Departments, agencies under our remit, and may be released through a freedom of information request or equivalent, subject to third party consultation.

### **Transferred outside the EU/EEA and countries with which there is no adequacy agreement\***

The personal information you provide in this form is not transferred outside the EU/EEA.

### **Retention Period**

The data collected will be held by the Department in line with the National Archives Act, 1986. Ultimately it will be transferred to the National Archives, in accordance with this Act, where it will become available to the public for viewing.

### **Data Provision – Statutory Obligation**

The personal data provided for this purpose is being requested under the requirements of the Air Navigation and Transport Act, 1965 and associated Statutory Instruments. If the information requested in this form is not provided, your application will not go any further in the process.

### **Automated Decision Making**

Automated decision making is not part of the processing of the personal data included in this form.

### **Technical Information on data collected**

Technical information on the cookies used on our website is available on <https://www.gov.ie/en/publication/fdde77-data-protection/>

\*Please see the EU Commission website for further information - [https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en)