



## **Data Protection Privacy Notice for Form: Application for Minimum Safe Manning Document**

### **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**

1. The Department of Transport

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:

2. 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 notice for Form: Application for Minimum Safe Manning Document.

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 Form: Application for Minimum Safe Manning Document**

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

### **Specific Purpose:**

Form: Application for Minimum Safe Manning Document is used to apply for a Minimum Safe Manning Document. Certain personal data is needed to process this form correctly in adherence with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), regulation V/14 of the International Convention for the Safety of Life at Sea, 1974, as amended, and National Statutory Instrument No. 551 of 1998, as amended.

### **Legal Basis**

There is a legal basis for the collection and processing of the personal data in Form: Application for Minimum Safe Manning Document. It is the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), regulation V/14 of the International Convention for the Safety of Life at Sea, 1974, as amended, and National Statutory Instrument No. 551 of 1998, as amended.

### **Recipients:**

Data is used internally within this Department only.

### **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 for this purpose will be held by the Department only as long as there is a business need to do so in line with the purpose(s) for which the personal data was collected. After this time, it will be marked for destruction and will be destroyed in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permission received from them or in line with other statutory requirements for destruction.

## **Data Provision – Statutory Obligation**

The personal data provided for this purpose is being requested under the requirements of the legislation referred to previously. 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 Form: Application for Minimum Safe Manning Document.

## **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)