



An Roinn Iompair
Department of Transport

Data Protection Privacy Notice for Applications for Licenses for the sale of intoxicating liquor at aerodromes.

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

Please contact the DPO with any queries you may have in relation to this privacy notice for applications for licenses for the sale of intoxicating liquor at aerodromes.

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 relation to Applications for Licenses for the sale of intoxicating liquor at aerodromes.

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

Specific Purpose:

Licenses for the sale of intoxicating liquor at aerodromes are issued by the Revenue Commissioners to particular aerodromes or specific companies trading within those aerodromes on foot of a Liquor Licence Certificate issued by the Minister for Transport.

The issuing of both Certificates and the Licenses are governed by the provisions of the Intoxicating Liquor Act 1943 (the Act).

The Certificate issued by the Minister certifies that the airport in question is an “approved aerodrome”, that the person named on the certificate is “a fit and proper person” to hold a liquor licence at the airport and that the Minister approves the granting of a Liquor Licence by the Revenue Commissioners. On receipt of the Certificate, it is a matter for the Revenue Commissioners to deal with issuing the necessary Liquor Licence.

Airport Liquor Licenses expire each year on 30 September and both the Certificate, and the Licence must be renewed annually.

In order to satisfy the requirement under the Act that a person is a “fit and proper person” to hold a liquor licence, the Minister requires the applicant to obtain Garda Vetting i.e. clearance from An Garda Síochána. Applicants for Garda vetting are invited to apply through An Garda Síochána National Vetting Bureau and upload their details through an online e-Vetting system.

When Airports Division in the Department of Transport (DoT) receive a new application for a Liquor Licence Certificate (LLC), or in a situation where the applicant for an annual LLC wishes to change the nominee on a Liquor Licence Certificate, Airports Division forward a Garda Vetting Invitation Form to the applicants. Completed Garda Vetting Invitation Forms are returned to Airports Division. Upon receipt and checking of the information provided, Airports Division forwards the Form to the Road Transport Operator Licensing Unit (RTOL) of DoT as that Unit is recognised by An Garda Síochána (AGS) as the appropriate authority within DoT to process applications for Garda Vetting and has been trained accordingly.

On receipt of the completed Garda Vetting Invitation Form, the RTOL Unit uploads the information in the form to the online Garda vetting system. An invitation to the e-vetting website will then be sent by An Garda Síochána to the email address applicants have provided. Applicants must then use the link in the emailed invitation to access the e-vetting website and complete the online Garda vetting process. Liquor Licence certificates cannot proceed until the online Garda vetting process has been completed.

An Garda Síochána inform RTOL Unit when the vetting process has been concluded. RTOL Unit then informs Airports Division of the vetting result.

Legal Basis

There is a legal basis for the collection and processing of the personal data. It is Section 25 of the Intoxicating Liquor Act 1943 (No. 7 of 1943).

Recipients:

The information provided as part of this application process is shared with

- An Garda Síochána
- The Revenue Commissioners

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, unless the applicant themselves is resident outside the EU/EEA. The data will be sent/returned to the data subject(s) at addresses, provided by them (the data subject), that may be outside the 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 to fulfil the statutory requirements of Section 25 of the Intoxicating Liquor Act 1943 (No. 7 of 1943). If the information requested for this application process is not provided, the application for a Liquor Licence Certificate will not go any further in the process.

Automated Decision Making

Automated decision making is not part of the application process for a licence for the sale of intoxicating liquor at aerodromes.

Information from a third party

Not applicable

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