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**An Roinn Iompair,  
Turasóireachta agus Spóirt**  
Department of Transport,  
Tourism and Sport

**Data Protection Privacy Notice for the following subset of Forms relating to Irish Coast Guard (IRCG) Volunteer Administration under IRCG Form 1a [Forms 3, 4a, 4e, 4f, 4g, 7a, 12, 13, 13a, 15, 16, 20, 26, 27, 28, 31, 32, 33, 34, 35, 37, 38, 39, 46, 48, 49, 50, 51, 52, 61 and 63]**

This information may not fully replace all existing Data Protection information which appear in current terms and conditions on our forms and should be read as additional data protection information to be provided to the customer/data subject.

**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, Tourism and Sport has two data Controllers:

1. The Department of Transport, Tourism and Sport
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 for you to contact if you have any questions or concerns around the Department's personal data policies or practices. The Department's DPO details are as follows:

Data Protection Officer

Department of Transport, Tourism and Sport,

Leeson Lane

Dublin D02TR60

Ph: 00353 (1) 604 1450

Email: [dataprotection@dtas.gov.ie](mailto:dataprotection@dtas.gov.ie)

Please contact the **Department's** DPO with any queries you may have in relation to this privacy notice for the following subset of Forms relating to IRCG Volunteer Administration under IRCG Form 1a [Forms 3, 4a, 4e, 4f, 4g, 7a, 12, 13, 13a, 15, 16, 20, 26, 27, 28, 31, 32, 33, 34, 35, 37, 38, 39, 46, 48, 49, 50, 51, 52, 61 and 63].

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 the Data Protection Commission, which is Ireland's Supervisory Authority for data protection matters.

**Part B: Information Specific to the Data Being Collected in the following subset of Forms relating to IRCG Volunteer Administration under IRCG Form 1a [Forms 3, 4a, 4e, 4f, 4g, 7a, 12, 13, 13a, 15, 16, 20, 26, 27, 28, 31, 32, 33, 34, 35, 37, 38, 39, 46, 48, 49, 50, 51, 52, 61 and 63].**

The following data is specific information in relation to the personal data processed for the purposes of IRCG Volunteer Administration.

#### **Specific Purpose:**

The subset of Forms relating to IRCG Volunteer Administration under IRCG Form 1a [Forms 3, 4a, 4e, 4f, 4g, 7a, 12, 13, 13a, 15, 16, 20, 26, 27, 28, 31, 32, 33, 34, 35, 37, 38, 39, 46, 48, 49, 50, 51, 52, 61 and 63] are used for the administration of IRCG Volunteer membership, payments and activities. These subsets of forms are submitted to the Irish Maritime Administration within the Department of Transport, Tourism and Sport where it is processed and kept on file.

#### **Legal Basis:**

The legal basis for the collected of data is in accordance with the General Data Protection Regulation Article 6.1(d) (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes, (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to

entering into a contract (d) Processing is necessary in order to protect the vital interests of the data subject or of another natural person.

**Recipients:**

The data may be provided to An Garda Síochána.

**Transferred outside the EU/EEA and countries with which there is no adequacy agreement<sup>1</sup>**

The personal information you provide in the subset of Forms relating to IRCG Volunteer Administration under IRCG Form 1a [Forms 3, 4a, 4e, 4f, 4g, 7a, 12, 13, 13a, 15, 16, 20, 26, 27, 28, 31, 32, 33, 34, 35, 37, 38, 39, 46, 48, 49, 50, 51, 52, 61 and 63] is not transferred outside of 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 being statutory or contractual obligation**

The personal data provided for this purpose is being requested under the requirements of IRCG Policies & Procedures. If the information requested in any form within this subset of forms is not provided, your application/report will **not** go any further in the process.

**Automated decision making**

Automated decision make is not part of the processing of the personal data included in the subset of Forms relating to IRCG Volunteer Administration under IRCG Form 1a [Forms 3, 4a, 4e, 4f, 4g, 7a, 12, 13, 13a, 15, 16, 20, 26, 27, 28, 31, 32, 33, 34, 35, 37, 38, 39, 46, 48, 49, 50, 51, 52, 61 and 63].

**Information from a third party**

Garda vetting is a requirement for all enrolled volunteer members of IRCG and information may be disclosed to the Department by An Garda Síochána in the course of the vetting process.

**Technical information on data collected**

Technical information on the cookies used on the Department's website is available on [www.dttas.gov.ie/dataprotection](http://www.dttas.gov.ie/dataprotection)

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<sup>1</sup> Please see the EU Commission website for further information - [https://ec.europa.eu/info/law/lawtopic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eucountries\\_en](https://ec.europa.eu/info/law/lawtopic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eucountries_en)