



August 2020

Privacy Notice

The General Data Protection Regulation (GDPR) took effect from 25 May 2018. Under the GDPR, data subjects have greater control over their personal data by setting out new and more clearly defined rights for data subjects whose personal data is collected and processed. The GDPR also imposes increased obligations on organisations that control and process personal data. At the centre of the GDPR is the requirement for organisations to be fully transparent about how they are using and safeguarding personal data, and to be able to demonstrate accountability for their data processing activities.

The Department of Rural and Community Development is committed to protecting the rights and privacy of all its data subjects in accordance with the General Data Protection Regulation and the Data Protection Acts 1988 to 2018.

The General Data Protection Regulation defines personal data as:

“...any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”

Data Protection Officer

The Department has appointed a Data Protection Officer (DPO), whose role is to monitor compliance, raise awareness of data protection issues within the Department, and to provide a point of contact to the public and the Data Protection Commission. The DPO can be contacted by email at dataprotectionunit@drxcd.gov.ie or by post to:

Data Protection Officer
Department of Rural and Community Development
Trinity Point
10-11 Leinster Street South
Dublin 2, D02 EF85

Principles relating to processing of personal data

The Department of Rural and Community Development will ensure that any processing of personal data is in compliance with the principles relating to processing. Article 5 of the GDPR provides the following principles of processing of personal data:

1. 'Lawfulness, fairness and transparency'

Processed lawfully, fairly and in a transparent manner in relation to the data subject.

2. 'Purpose limitation'

Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

3. 'Data minimisation'

Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

4. 'Accuracy'

Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay.

5. 'Storage Limitation'

Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

6. 'Integrity and Confidentiality'

Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate or organisational measures.

7. 'Accountability'

The controller shall be responsible for, and be able to demonstrate compliance with the other principles.

Personal data held by the Department of Rural and Community Development

As part of its day to day operations, the Department of Rural and Community Development receives and holds personal data for a wide range of purposes. This personal data falls under a number of broad headings, including, but not limited to:

- personal data of Department of Rural and Community Development staff;
- personal data contained in Ministerial Representations and Parliamentary Questions received from members of the Oireachtas;
- personal data of suppliers and service providers of goods and services who submit tenders as part of a tender process;
- personal data relating to bodies under the aegis of the Department;
- personal data received in relation to requests for information under Freedom of Information, Access to Information on the Environment, and data protection legislation;
- personal data contained in other general correspondence with the Department;
- personal data in connection with litigation to which the Minister may be a party to;
- Personal data in connection with applications to schemes and programmes delivered by or on behalf of the Department;
- Personal data held in mailing or circulation lists of stakeholders, members of the public or the media, and data processed in connection with attendance at events held by the Department.

Data Subject Rights

The GDPR provides the following data subject rights. The Department of Rural and Community Development will uphold those data subject rights.

1. right to information about how data is processed;
2. right to access their own data;
3. right to rectification;
4. right to erasure (the 'right to be forgotten');
5. right to restriction of processing;
6. right to ensure the notification of third parties of the rectification or erasure of personal data;
7. right to data portability;

8. right to object generally to the processing of personal data;
9. right to object specifically to the processing of personal data for the purpose of direct marketing;
10. right not to be subject to automated individual decision making – a right not to be subject to profiling

Further details on data subject rights can be found by visiting the website of the [Data Protection Commission](#).

Subject Access Requests

To make a Data Protection Subject Access Request to the Department please visit this link - <https://www.gov.ie/en/organisation-information/0d4338-data-protection/>

The completed form, along with some photographic identification (passport/drivers licence), should be returned to the address below:

Data Protection Officer
Department of Rural and Community Development
Trinity Point
10-11 Leinster Street South
Dublin 2, D02 EF85

Email: dataprotectionunit@drcd.gov.ie

Use of 'Cookies'

The Department's web content is available on the Government of Ireland website Gov.ie. Details of the Gov.ie privacy policy [are available here](#).

Who does the Department share personal data with?

In some instances, when there is a legal basis for doing so, personal information held by the Department is shared with other Government Departments/Agencies to enable the Department to perform its functions. In such cases the disclosure is made in a manner consistent with the original purpose for which the information was provided.

Transfer of data to third countries

In the event that it is necessary for the Department to transfer data to a third country outside the EU/EEA that does not have an adequacy decision in place, we will ensure that appropriate safeguards are in place in undertaking any such transfer.

Right to make a complaint

Under Article 77 of the GDPR, you have the right to lodge a complaint with the Data Protection Commission if you consider that processing of your personal data is contrary to the GDPR.

Under Article 78, you have a right to an effective judicial remedy where the Data Protection Commission does not handle your complain, or does not inform you within three months on the progress or outcome of your complain.

Under Article 80, you may authorise certain third parties to make a complaint on your behalf.