



**Request for Access to the Department's Forestry Online System**  
(by an Administrative Staff Member of a Forestry Company)

**Section 1a - to be completed by the applicant (all fields are mandatory).**

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Employee Works No.: \_\_\_\_\_

Individual's e-mail Address: \_\_\_\_\_

Pass Code:

**(Please enter a 5-digit number of your choice. This number will be required at initial login stage as part of the system's security.)**

I hereby apply for access to the Forestry Online system.

*I acknowledge that the data to which I will have access is confidential and is covered by the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (GDPR).*

I understand that this information is made available to me for the purposes of viewing Forestry application forms online on behalf of my company's clients. I undertake to use the information solely for the purposes for which it is intended and not to disclose it to third parties.

I confirm that I will keep my log-on details confidential and will not disclose them to a third party. I confirm that the information on this form is correct to the best of my knowledge and that it refers to me.

Please register my details as above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 1b – to be completed by the Company Manager (all fields are mandatory).**

Forest Company Agency No.: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I acknowledge that the data to which the above employee will have access through Forestry Online system is confidential and is covered by the *Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (GDPR)*. I understand that this information is being made available to facilitate viewing of Forestry application forms online on behalf of my company's clients and should not be used for any other purpose.

I undertake to ensure that the information will be used solely for the purposes for which it is intended.

I undertake to inform the Forest Service where access to the Forestry Online System should be terminated for this employee.

**Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
(Block Capitals)

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Section 2 - to be completed by the Forest Service. Please forward to the IT Security Unit.**

**Role Assignment**

Please assign a Forest Service Intermediary role to this applicant.

I confirm that the Forest Service has not received a previous application in this person's name.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Section 3 - to be completed by the IT Security Unit.**

**Please post or e-mail the applicant's AGR number and password to them**

**User Set-up**

**Date user CREATED on the SSO system:** \_\_\_\_\_

**Date user details ENTERED on the AIM system:** \_\_\_\_\_

**Date AGR number and password sent to applicant:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The General Data Protection Regulation (GDPR) came into force across the European Union on 25th May, 2018. It affects the way in which businesses and organisations, such as Forestry Division and the Forestry Inspectorate of the Department of Agriculture, Food and the Marine, process personal data for all EU citizens. GDPR gives people greater control over how their data are collected and processed. Personal data are any information that can identify an individual, such as name, address, land parcel information, etc. For more information on GDPR and how it affects you, please see a detailed information note on the Department's website at [www.agriculture.gov.ie](http://www.agriculture.gov.ie), under Forestry; Grants and Premium Schemes 2015 - 2018.

<https://www.agriculture.gov.ie/forests-service/grants-and-premium-schemes-2015-2018/>

If you have any queries in relation to the form, please contact this unit at Lo call Number **1890 200 509**

**Return this form to:** Forest Service, Department of Agriculture, Fisheries & Food, Johnstown Castle, Wexford.