

Knowledge Transfer Programme Data Protection Notice:

Part A:

Information applicable to all Department of Agriculture, Food and the Marine customers:

1. The Department of Agriculture, Food and the Marine (DAFM) is fully committed to keeping all personal data submitted by its customers, fully safe and secure during administrative processes. All necessary technical measures have been put in place to ensure the safety and security of the systems which hold this data. Department staff are also considered as customers of the Department from a Data Protection perspective and may exercise their data protection rights in the same way.
2. Transparency and openness in the use of personal data held is important to the Department and therefore we aim to fully inform all our customers about the purpose(s) for which their data will be used and why, where it may be shared elsewhere and why and how long their data may be held by the Department. Information on the rights of the customers will also be provided.
3. The current legislation for Data Protection in Ireland is the Data Protection Act 1988 as amended by the 2003 Data Protection Act, The Data Protection Act 2018 and The General Data Protection Regulations (EU 2016/679) which came into effect on 25 May 2018. (It should be noted that the 1988 Data Protection Act as amended in 2003 will likely be repealed in full, in due course).
4. Under Data Protection Legislation, The Department of Agriculture, Food and the Marine, as a data controller is responsible for the collection and processing of all personal data under its administration.
5. The Data Protection Officer can be contacted as follows:
Data Protection Officer
Data Protection Unit, Corporate Affairs,
Department of Agriculture, Food and the Marine
Grattan Business Park, Dublin Road,
Portlaoise, Co Laois.

Email: dataprotectionofficer@agriculture.gov.ie
6. 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.
7. Rights of the individual in relation to personal data held by the Department:

When you, as a customer, provide personal data to the Department you have certain rights available to you in relation to that data. However, it should be noted that not all rights listed shall be applicable in every circumstance. These rights are outlined below and can be exercised by contacting the Data Protection Officer, as detailed above, indicating which right(s) you wish to exercise:

Currently our customers have the following rights (up to 24 May 2018):

- access to their data
- rectification of their data
- erasure of their data
- right to lodge a complaint with the Supervisory Authority

From 25 May 2018 onwards all Department customers can also avail of, where applicable the following additional rights:

- restriction of processing
- data portability
- objection to processing
- withdraw consent if they previously gave it in relation to processing of their personal data
- relating to automated decision making, including profiling.

Part B – Information specific to the personal data being collected

**The following data is specific information in relation to the personal data processed for
The Knowledge Transfer Programme**

8. Specified purpose:

The personal data sought from the data subject is required for the purpose of making an application under the Knowledge Transfer Programme. Failure to provide all the personal data required to facilitate the processing of the application, including data testing, under the Programme will result in DAFM being unable to process the application.

9. Legal basis:

The Knowledge Transfer Programme is implemented pursuant to EU Regulation 1305/2013 and is operated by DAFM. Other related Programmes have their own legal basis, as outlined under their own Terms and Conditions.

10. Recipients:

Information provided as part of the Knowledge Transfer Programme may be shared, for the purposes of verification and validation of eligibility and completion of Programme requirements, with other divisions within the Department and designated bodies outside of the Department in association with the Knowledge Transfer Programme.

In submitting your KT application (Form KT1), you accept that all the information supplied in the course of your participation in the KT Programme shall be made available to any other Government Department or Agency of a Government Department or Local Authority or third

party contractor or organisation listed below for the purpose of Audits, evaluation purposes, Cross Compliance controls, controls relating to the legislation underpinning Cross Compliance and all Rural Development measures, as required by Article 65 of Commission Implementing Regulation (EU) 809/2014 and, as appropriate, in accordance with the requirements of the Data Protection Acts 1988 and 2003 and the Freedom of Information Act 2014.

- Animal Health Ireland
- ICBF
- Bord Bia
- Teagasc
- Kingswood Computing Ltd
- Sheep Ireland
- Horse Sport Ireland

Information will be shared with other Department areas or third party contractors for the purposes of monitoring and evaluating CAP as per the regulations (Article 110 of EU Reg 1306/2013).

Information may also be shared with other Department areas or third party contractors for the purposes of analysis and research.

The Department is also obliged by law to provide information concerning participants in response to requests received from the Office of the Revenue Commissioners and An Garda Síochana, in accordance with Section 8 of the Data Protection Acts 1988 and 2003.

If approved into the Knowledge Transfer Programme the participant must agree, if requested by the Department or relevant agents acting on its behalf, to supply data in relation to his/her participation to the Programme, and facilitate on-farm inspections/assessments, where required for the purpose of assessment, verification, evaluation or research purposes as provided for under the regulations (EU Reg 1306/2013).

11. Transferred outside the EU:

Information provided in support of an application under the Knowledge Transfer Programme is not currently transmitted outside of the EU.

12. Retention Period:

Data held by Group Facilitator

The data submitted in support of participation in the Knowledge Transfer Programme by the data subject via their group facilitator will be retained by KT approved group facilitators for 18 months after the end of the programme (31st July 2018) in order to facilitate quality inspections/audits after the conclusion of the 3 year Programme in line with the purposes for which it 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 permissions received from them. A certificate of destruction will be required from each group facilitator in this regard.

Data Held by DAFM

The data submitted in support of participation in the Knowledge Transfer Programme by the data subject (Participant Farmer) via their group facilitator will be retained by DAFM only as long as there is a business need to do so in line with the purposes for which it 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 permissions received from them.

13. Data provision being statutory or contractual obligation:

The data provided for this purpose is being requested under the requirements of EU Regulation 1306/2013 and if the customer chooses not to provide this information their application to and participation in the Knowledge Transfer Programme cannot proceed.]

14. Automated Decision Making:

Personal data provided in the submission of an application under the Knowledge Transfer Programme will be processed automatically for the purpose of the efficient running of the Programme, and the timely payment of participants.

Automated decision making will also be used for the purposes of selecting participants for inspection in accordance with the regulations (EU Regulations 1305/2013, 1306/2013 & 809/2014).

15. Information from Third Party:

In processing payments for a participant under the Knowledge Transfer Programme DAFM may use data received from an external source which is required for the purpose of processing, assessment or verification of the application and/or eligibility under the Programme.

- Animal Health Ireland
- Bord Bia
- ICBF
- Teagasc
- Health & Safety Authority

16. Technical information on data collected:

Technical information on the cookies used on our Department's website is available at the following link: <https://www.agriculture.gov.ie/legalnotices/privacy/>