



**An Roinn Tithíochta,  
Rialtais Áitiúil agus Oidhreacht**  
Department of Housing,  
Local Government and Heritage

## **[Application Process in Foreshore Unit]**

### **(Privacy Statement)**

The Department of Housing, Local Government and Heritage is the Government Department responsible for housing and water, for physical and spatial planning, for local government, for weather forecasting and for built and natural heritage.

The Department is committed to protecting and respecting your privacy. This privacy statement explains how the Department, as the Data Controller, will process the personal data provided to it in respect of the Application Process, how that information will be used, and what rights you may exercise in relation to your personal data.

#### **Purposes of the processing**

The Department will use the information provided in order to administer the Application Process and, where relevant, to inform decision-making in respect of Foreshore Licence and Foreshore Lease applications. The Application goes through an internal review process.

#### **Profiling**

The Department will not use any personal data collected from you in respect of the processing of the Application element of the Foreshore licence and Foreshore leases for automated decision-making or profiling purposes.

#### **Lawfulness of processing**

This processing of your personal data is lawful under Article 6 (1) (e) of the GDPR, under S.I. No. 477/2011 (as amended) - European Communities (Birds and Natural Habitats) Regulations 2011 and of The Foreshore Act 1933.

### **Security of your personal data**

The Department implements appropriate technical and organisational measures to protect your information from unauthorised access. However, despite these efforts, no security measures are perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other type of misuse. In the event that your personal data is compromised as a result of a breach of security, the Department's Breach Management policy and procedures will be implemented.

### **Categories of Personal Data Concerned**

Personal data is collected on all applications for Foreshore Leases and Licenses. This information is used to assess an application for a lease or licence. The data is collected primarily by means of an application form.

In your application to the Department of Housing, Local Government and Heritage for a Foreshore Lease or Licence, the Department may ask you for the following information:

- Your name and address;
- Your email address;
- Your contact phone number;
- If using one, your agent's contact name, address, phone number and email address;
- Your solicitor's name, address, phone number and email address;
- Maps and supporting environmental documentation;
- If planning permission is needed, the confirming number of the planning permission granted; and
- Once the applicant has seen the public consultation feedback, the applicant must then submit their views on the public consultation feedback.

Please note that in consideration of an application, all of the above data will be assessed and published on the following Foreshore website, with personal material being redacted:

[www.gov.ie/en/foreshore-notices/](http://www.gov.ie/en/foreshore-notices/)

Please also note that the above data will be requested again if an application for a lease or a license has been reassigned to a different applicant.

### **Recipients of the data**

Personal data may be shared internally for audit or other compliance purposes.

In the course of assessing an application, personal data may be shared with other Government Departments, such as, the Chief State Solicitors Office and any of their legal advisors, any of the 31 local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law.

Any responses to be published on the website are redacted of personal identifying data.

### **Cross-border Data Transfers**

The Department will not transfer personal data collected in respect of the Application element of the Foreshore licences and Foreshore leases to any country or international organisation outside the EU/EEA.

### **How long will your data be kept?**

The Department will only retain your personal data for as long as it is necessary for the purposes for which it was collected and processed. In line with legislative and business requirements, the data retention period for your personal data will be retained within the Department for 99 years.

### **Your rights**

The Department's [Data Protection Policy](#), which sets out how we will use your personal data, as well as providing information regarding your rights as a data subject (including details regarding right of access, right to rectification, right to erasure, right to restriction of processing, right to object), is available on our website. The policy is also available in hard copy upon request. If you consider that your rights have been infringed, you have the right to complain to the Irish Data Protection Commission ([www.dataprotection.ie](http://www.dataprotection.ie)), and you have the right to seek a judicial remedy.

## **Contacting Us**

The Department is the Data Controller when processing your personal data for the purposes outlined above. The Department's contact details are available at:

<https://www.gov.ie/en/organisation-information/839bc-contact-the-department-ofhousing-local-government-and-heritage/>

The Department has appointed a Data Protection Officer to support its compliance with data protection law. The contact details for the Department's Data Protection Officer are:

Data Protection Officer

Department of Housing, Local Government and Heritage,  
Newtown Road,  
Wexford.

Email: [data.protection@housing.gov.ie](mailto:data.protection@housing.gov.ie)

Date: 18th May, 2023.