



An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

Entitlements Transfer Facilitator Application Form for access to DAFM online services - SOLICITOR

Panel A – Solicitor details. *To be completed by the Solicitor. **All** fields are mandatory. Please use Block Capitals. – Completed pages 1 to 4 must be returned to the address below in order to process your application.*

Personal Details

Personal Public Services Number (PPS No) Format of PPS No is 7 numbers followed by 1 or 2 letters as printed on any correspondence from the Revenue Commissioners or Department of Employment Affairs and Social Protection		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Title:	First Name:	Surname:
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth: / /
Mobile Number: Do you wish to receive SMS messages? Yes <input type="checkbox"/> No <input type="checkbox"/>	Email Address:	
Postal Address: _____ _____		
Eircode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

Qualifications

Please state your Legal Qualification(s):	
I confirm that I am registered as a Practising Solicitor with the Law Society of Ireland:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Trading/Registered Name of Solicitor Firm	

- ✓ I wish to apply to the Department of Agriculture, Food & the Marine to be registered as a recognised Solicitor and to be registered for access to the Department's Single Sign On System
- ✓ I wish to be granted the authority to submit applications online on behalf of my clients for: Transfer of Entitlements Applications
- ✓ I acknowledge that I understand that my details will be displayed on the Department's online system and made available to applicant farmers and/or their agents for the purposes of selection in relation to the Transfer of Entitlements Applications only

Applicant's Declaration (This section must be signed)

I acknowledge that the data to which I will have access is confidential and is covered by the Data Protection Acts 1998 and 2003 and from May 2018 the General Data Protection Regulation (GDPR). I understand that this information is made available to me for the purposes of submitting transfer application forms online on behalf of my client(s). 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 agree to indemnify the Minister for Agriculture, Food and the Marine from any losses, damages, liabilities, costs and expenses (including necessary legal expenses) arising out of injury, loss or damage to any person whatsoever, resulting from or in any way connected with or arising out of the use of the Department's Single Sign On System or the use of any data provided by the Department by whatsoever means by myself, my servants or agents. I confirm that the information on this form is correct to the best of my knowledge and that it refers to me. I hereby declare that I am aware of the attached Terms and Conditions pertaining to this application and agree to comply fully with these requirements.

Signed: _____ Dated: _____

Firm Details - This section to be completed by the Firm Manager or Managing Partner

<p>Firm Name: _____</p> <p>Firm Address: _____</p> <p>_____</p> <p>Eircode: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Telephone No: _____ Mobile No: _____</p> <p>Please tick if you wish to receive SMS messages <input type="checkbox"/></p> <p>Business Email Address: _____ Fax No: _____</p>
--

Please complete tick boxes below:		
I confirm that this firm has / that I have Professional Indemnity Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I enclose proof of current Professional Indemnity Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Firm Declaration: This section must be signed.

I acknowledge that the data to which the Firm will have access is confidential and is covered by the Data Protection Acts 1998 and 2003 and from May 2018 the General Data Protection Regulation (GDPR). The Firm understands that this information is made available to the above-named Solicitor for the purposes of submitting transfer application forms online on behalf of their/its client(s). The Firm undertakes to ensure the use of the information solely is for the purposes for which it is intended and not to disclose it to third parties. I confirm that the Firm will ensure that the Solicitor will keep all log-on details confidential and will not disclose them to a third party. The Firm agrees to indemnify the Minister for Agriculture, Food and the Marine from any losses, damages, liabilities, costs and expenses (including necessary legal expenses) arising out of injury, loss or damage to any person whatsoever, resulting from or in any way connected with or arising out of the use of the Department's Single Sign On System or the use of any data provided by the Department by whatsoever means by the Firm, its servants or agents. I confirm that the information on this form is correct to the best of my knowledge and that it refers to the Firm. I hereby declare that I am aware of the attached Terms and Conditions pertaining to this application and the Firm agrees to comply fully with these requirements.

Signed _____ Date: _____

Position held within the Firm _____

Firm Stamp or Seal

Acknowledgement for Consent

I hereby consent to my details (name & contact no.) being passed onto the Client who has nominated me as their Entitlements Transferor Facilitator (ETF) for the purpose of processing a transfer application(s) on their behalf. I acknowledge that I can withdraw this request at any time.

ETF Signature: _____ Date: _____

In order to allow the DAFM to process your application for access to the Single Sign On System you must ensure that ALL parts of the application form are completed and the form submitted by 9 April 2021.

Please return this form to:

Online Transfer Access
Department of Agriculture, Food & the Marine
Eir Building
Portlaoise
Co Laois
R32 YK81

If you have any queries in relation to the form, please contact this unit at the below email address:
ETFonlineaccessqueries@agriculture.gov.ie

APPLICATION CHECKLIST	TICK ✓
Personal Details on Page 1	
Qualifications on Page 1	
Applicant Signature on Page 2	
Firm Details on Page 2	
Signed on behalf of Firm on Page 3	
I have Read and Understood the Terms & Conditions on Pages 5 and 6	

Panel B			
For Official Use Only – CCS (EMS)		For Official Use Only – SSO	
Solicitor Number Assigned	Yes <input type="checkbox"/> No <input type="checkbox"/>	Form & CCS Match	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered By		Login Assigned	
Date Registered		Authority Allocated	
ETF Number		Registered By	
		Date Registered	
		SSO Role	[ETF] Entitlement Transfer Facilitator

Terms and Conditions of Use of the Department of Agriculture, Food and Marine's Single Sign on System

1. The Minister for Agriculture, Food and the Marine grants access to Entitlements Transfer Facilitators - Solicitor to the Department's Single Sign On System solely for the purposes of submitting Transfer of Entitlement applications on behalf of clients of the Entitlements Transfer Facilitators - Solicitor.
2. The Minister reserves the right to refuse or withdraw access to the Department's Single Sign On System.
3. In the event that the Minister withdraws access to the Department's Single Sign On System from any Entitlements Transfer Facilitators - Solicitor that Entitlements Transfer Facilitators - Solicitor will be notified and may appeal that decision within 14 days to the Minister.
4. The Entitlements Transfer Facilitators - Solicitor understands that in the event that a client of the Entitlements Transfer Facilitators - Solicitor instructs the Minister to remove that client from the list of clients associated with Entitlements Transfer Facilitators - Solicitor, the Minister will remove that client from the list of clients associated with the Entitlements Transfer Facilitators - Solicitor.
5. The Entitlements Transfer Facilitators - Solicitor understands that the data collected in this form is collected and held in accordance with all current Data Protection legislation and regulations. Full information on the data protection rights of the Department's clients can be found on the Departments Data Protection page of our website www.agriculture/dataprotection.gov.ie.

Data Protection

1. Legal basis and purpose of processing

Transfer of Payment Entitlements is implemented pursuant to EU Regulation 1307/2013. All the personal details collected by the Department are in line with our statutory obligations and in line with the current Data Protection legislation.

2. Use of Data Held

Every customer of the Department has a customer record on the Department's computer database known as the Corporate Customer System (CCS). This is a centralised system which ensures that customer data is kept accurate and up to date. Other systems within the Department may link to this system for the purpose of processing the data in line with scheme/payment obligations. The customer record contains a list of the customer's roles with the Department e.g. herdowner, forestry owner, supplier etc. In addition, the record contains personal data including the customer's PPS number, date of birth, name, address, mobile number and e-mail address. We look for your personal data to ensure that we enter the correct contact details on CCS. Your personal data may be shared with other Departments/Agencies for purposes including ID verification or statistical reasons and will be done in line with our Data Protection obligations under Data Protection legislation.

3. Period of Data Storage

The data submitted as part of this application by the data subject under the transfer of entitlements process will be retained by DAFM for a period of time to be determined by DAFM based on business needs and will be destroyed in time but not prior to the coming into effect of the post 2020 Common Agricultural Policy reform measures.

4. Further Processing of Personal Data

DAFM may wish to use data provided by the data subject under this application for statistical or analysis purposes. Data used for such purposes will be pseudonymised (masked) or anonymised as appropriate to protect the security and confidentiality of the data in compliance with the Data Protection legislation in force. Your data will not be transferred outside the EU.

5. Requirement for submission of data

The Transfer of Payment Entitlements is implemented pursuant to EU Regulation 1307/2013. The personal data sought from the data subject is required for the purpose of facilitating an Entitlements Transfer Facilitators - Solicitor to submit Transfer of Entitlements applications on behalf of clients of the Entitlements Transfer Facilitators - Solicitor. Failure to provide all the personal data required to register for access to the Single Sign On System will result in DAFM being unable to process the application from the data subject.

6. Further Information in relation to the General Data Protection Regulation

Further information in relation to the operation of the General Data Protection Regulation (GDPR) and Data Protection in the Department of Agriculture, Food and the Marine is available on the Department's website at www.agriculture.gov.ie

7. Am I entitled to get a copy of my personal data held on CCS?

Yes, you are entitled to receive a copy of your personal information held on CCS. You can apply to receive this by writing or emailing the Data Protection Unit. A fee of €6.35 may apply to such requests. Further information can be found on the Data Protection page on the Department website, under <http://www.agriculture.gov.ie/customerservice/>

8. If I see the data about me on CCS is incorrect, can I have this rectified?

Yes, you are entitled to have any errors rectified by writing to CCS Admin Section, Government Buildings, Farnham Street, Cavan H12 D459 or by e-mailing ccsadmin@agriculture.gov.ie.

9. How can I be sure that my personal data is held securely on CCS and that it will be kept confidential?

The Department is classified as a Data Controller under the Data Protection Acts and must therefore abide by regulatory requirements that set out how it should collect, use and safeguard personal data. Only Department staff requiring access to your record in their normal work can access your personal data on CCS. This form containing your data will be stored securely and then disposed of by confidential shredding.