

Data Protection Notice

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.
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.
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:

Our customers have the following rights:

- access to their data
- rectification of their data
- erasure of their data, where it has no impact on the processing of a project
- right to lodge a complaint with the Supervisory Authority
- restriction of processing
- data portability

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

8. Specified purpose:

Personal information is required in order to launch, evaluate, process, pay and verify research proposals under various Call programmes.

9. Recipients:

Personal data collected from call proposals will be processed in accordance with General Data Protection Regulations. The purpose of the collection and processing of this data is the management, payment and verification of Call applications. Data will be shared amongst staff in the Division and externally with our software provider, Fluent Technology. The Department may also elect, where necessary, to share relevant information with collaborating partners and relevant funding institutions. You will be advised of any changes to these arrangements that arise.

10. Retention Period:

The data collected for this purpose will be held by the Department only as long as there is a business need to do so in line with the purpose(s) 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.

11. Data provision being statutory or contractual obligation:

The data provided for this purpose is being requested under the requirements of DAFM Guidelines to Research Proposals, if the customer chooses not to provide this information their application for funding cannot proceed.

12. Automated Decision Making:

No personal data provided in this application will be the subject of automated decision making.

13. Information from Third Party:

In circumstances where this Department did not gather your personal data you are still entitled to exercise your rights in relation to this personal data and the details on how to exercise individuals rights are detailed above.

14. 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/>