Data Protection Privacy Notice for applicants undertaking the internal process for appointment to State Boards under the aegis of the Department of Transport

Part A:

We are fully committed to keeping all personal data submitted to us safe and secure. All necessary technical measures have been put in place to ensure the safety and security of the systems which hold your data.

Being open and transparent in how we process your personal data is important to us and therefore we aim to keep you informed of the purpose(s) for which your personal data will be used and why, where it may be shared elsewhere and why, and how long your data may be held by the Department.

Data Controller and Data Protection Officer:

The Department of Transport has two data Controllers:

1. The Department of Transport
2. The Driver and Vehicle Computer Services Division of the Department

The Department has its Headquarters in Leeson Lane, Dublin D02 TR60. It has appointed a Data Protection Officer (DPO) for you to contact if you have any questions or concerns around the Department's personal data policies or practices. The Department's DPO details are as follows:

Data Protection Officer
Department of Transport
Leeson Lane
Dublin D02 TR60

Tel: 00 353 (85) 8797044
Email: dataprotection@transport.gov.ie
Website: https://www.gov.ie/en/publication/fdde77-data-protection/

Please contact the Department's DPO with any queries you may have in relation to this privacy notice for the processing of data for the internal process for State Board appointments to State agencies under the aegis of the Department.

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.

Data Subject Rights:

When you provide personal data to us you have certain rights available to you in relation to that data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, as detailed above, indicating which right you wish to exercise:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Finally, as a data subject, should you be unhappy with the provision of information in this Notice you can make a complaint to the Data Protection Commission (www.dataprotection.ie), which is Ireland's Supervisory Authority for data protection matters.

Part B: Information Specific to the Data Being Collected for the internal process for State Board appointments to State agencies under the aegis of the Department

The following data is specific information in relation to the personal data processed for the purposes of conducting the internal process for State Board appointments to State bodies under the aegis of the Department.

Specific Purpose:

The collection and processing of the personal data is to maintain a list of appointed Board Members and publish this list of names on the Department's and stateboards.ie websites.

Legal Basis:

The legal basis for collection and processing of the personal data is as set out in:

- the establishing legislation (and subsequent amendments) of each agency under the aegis of the Department, and in keeping with the legislative basis for consent may require the approval of the Minister for Public Expenditure and Reform; and
- Department of Public Expenditure and Reform guidelines on appointments to State Boards 2014.

Recipients:

The personal data relating to your State Board application is retained by the Department's State Board Liaison Officer and stored securely on the Department's network, validated by login and password with restricted access. The Department may disclose your personal data to other organisations in connection with the above purposes, including:

- Other persons within the Department who assist in the processing of the approval process;
- An external recruitment company appointed by the Department who assist in the processing of the approval process;
- The Minister for Transport for decision on the appointment;
- The Minister for Public Expenditure and Reform in keeping with the legislative basis for consent of the appointment;
- Public Appointments Service for the purpose of recruitment and appointment of members to the board.

The personal information you provide for this process is not transferred outside the EU/EEA i.e. the EU and Norway, Iceland and Liechtenstein.

Retention period:

The data collected for this purpose will be held by the Department only as long as is necessary for the purpose(s) for which the personal data was collected, or to comply

with our obligations under applicable law that might arise between you and the Department. 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 permission received from them or in line with other statutory requirements for destruction.

Data provision being a statutory or contractual obligation:

The personal data provided for this purpose is being required under the

- Establishing legislation (and subsequent amendments) of each agency under the aegis of the Department, and in some instances may require the consent of the Minister for Public Expenditure and Reform; and

- Department of Public Expenditure and Reform guidelines on appointment to State Boards 2014.

Right not to be subject to automated decision making:

You have the right not to be subject to a decision based solely on automated processing, where such decisions would have a legal or significant effect concerning you.

Information from a Third Party:

The data held by the Department of Transport for the purposes of State Board appointments is provided to us by the Public Appointments Service, under the Department of Public Expenditure and Reform Guidelines on State Board appointments 2014, following a publicly advertised recruitment campaign and a shortlisting assessment process.

Technical information on data collected:

Technical information on the cookies used on our website is available on www.transport.gov.ie/dataprotection

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