An Roinn Iompair,
Turasóireachta agus Spóirt
Department of Transport,
Tourism and Sport

Data Protection Privacy Notice for Application for Licences for the sale of intoxicating liquor at aerodromes

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, Tourism and Sport has two data Controllers:

1. The Department of Transport, Tourism and Sport
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, Tourism and Sport,

Leeson Lane

Dublin D02 TR60

Ph: 00353 (1) 604 1385

Ph: 00353 (1) 604 1652

Ph: 00353 (1) 604 1440

Email: dataprotection@dttas.gov.ie

Please contact the **Department's** DPO with any queries you may have in relation to this privacy statement for applications for licences for the sale of intoxicating liquor at aerodromes.

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 the Data Protection Commission, which is Ireland's Supervisory Authority for data protection matters.

Part B: Information Specific to the Data Being Collected in relation to the Application for Licences for the sale of intoxicating liquor at aerodromes

The following data is specific information in relation to the personal data processed for the purposes of processing applications for licences for the sale of intoxicating liquor at aerodromes.

Specific Purpose:

Licences for the sale of intoxicating liquor at aerodromes are issued by the Revenue Commissioners to particular aerodromes or specific companies trading within those aerodromes on foot of a Liquor Licence Certificate issued by the Minister for Transport, Tourism and Sport. The issuing of both Certificates and the Licences are governed by the provisions of the Intoxicating Liquor Act, 1943 (the Act).

The Certificate issued by the Minister certifies that the airport in question is an "approved aerodrome", that the person named on the certificate is "a fit and proper person" to hold a liquor licence at the airport and that the Minister approves the granting of a Liquor Licence by the Revenue Commissioners. On receipt of the Certificate it is a matter for the Revenue Commissioners to deal with issuing the necessary Liquor Licence.

Airport Liquor licences expire each year on 30 September and both the Certificate and the Licence must be renewed annually.

In order to satisfy the requirement under the Act that a person is a "fit and proper person" to hold a liquor licence, the Minister requires the applicant to obtain Garda Vetting i.e. clearance from An Garda Síochána. Applicants for Garda vetting are invited to apply through An Garda Síochana National Vetting Bureau and upload their details through an online e-Vetting system.

When Airports Division in DTTAS receive a new application for a Liquor Licence Certificate (LLC), or in a situation where the applicants for an annual LLC wish to change the nominee on a Liquor Licence Certificate, Airports Division forward a Garda Vetting Invitation Form to the applicant. Applicants are required to return the completed Garda Vetting Invitation Form to Airports Division of DTTAS. Airports Division checks that each Vetting Invitation Form is properly completed and should any issue with the completion of a Vetting Invitation Form, Airports Division will liaise with the vetting subject to ensure submission of a properly completed form.

Once satisfied, Airports Division sends the original documentation relevant to the application to RTOL Unit of DTTAS. The RTOL Unit has been recognised by An Garda Síochána (AGS) as the appropriate authority within DTTAS to process applications for Garda Vetting and has been trained accordingly.

On receipt of the completed Garda Vetting Invitation Form the RTOL Unit uploads the forms to the vetting system. An invitation to the e-vetting website will then be sent by AGS to the e-mail address applicants have provided. Applicants must then use the link in the e-mailed invitation to access the e-vetting website and complete the online Garda vetting process. Liquor Licence certificates cannot proceed until the online Garda vetting process has been completed.

Once the outcome of the vetting process has been received by the RTOL Unit it is forwarded, along with the original documentation to Airports Division who then makes the decision in relation to the awarding of a Certificate.

Legal Basis:

There is a legal basis for the collection and processing of the personal data. It is Section 25 of the Intoxicating Liquor Act 1943 (No. 7of 1943).

Recipients:

The information provided as part of this application process is provided by the applicant and as part of the process shared with

- RTOL Unit in the Department of Transport, Tourism and Sport
- An Garda Síochána
- Revenue Commissioners

Transferred outside the EU/EEA and countries with which there is no adequacy agreement[1]

The personal information you provide in this form is not transferred outside the EU/EEA, unless the applicant themselves is resident outside the EU/EEA. The data will be sent/returned to the data subject(s) at addresses, provided by them (the data subject), that may be outside the EEA.

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 the personal data 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 permission received from them or in line with other statutory requirements for destruction.

Data provision being statutory or contractual obligation

The personal data provided for this purpose is being requested to fulfil the statutory requirements of Section 25 of the Intoxicating Liquor Act 1943 (No. 7of 1943). If the information requested for this application process, the application for a Liquor Licence Certificate will **not** go any further in the process.

Automated decision making

Automated decision make is not part of the processing of the personal data included in the application process for a licence for the sale of intoxicating liquor at aerodromes.

[1] Please see the EU Commission website for further information - https://ec.europa.eu/info/law/lawtopic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eucountries_en