Privacy Notice[i] for the Data Protection Officer and Data Protection Unit

Purpose

The purposes for which the Department processes your data and/or the data of your child are

- To respond to contact from individuals regarding any issues they may have related to the processing of their personal data by the Department;
- To engage with individuals who are seeking to exercise their data subject rights under the GDPR:
- To verify the identity and contact details of individual to ensure their personal data is issued to them correctly by the Department;
- To help identify the specific personal data in respect of which an individual has contacted the DPO.
- Monitoring compliance with the GDPR and data protection provisions in relation to the protection of data in sample cases;

Legal basis

Articles 38 (Position of the data protection officer), Article 39 (tasks of the data protection officer) and Article 12 (transparent information, communication and modalities for the exercise of the rights of the data subject)

In the event that you do not provide the data requested it will not be possible to process your application under the processing activity.

Source –

n/a

Categories of data subject

Individuals whose personal data is processed by the Department

Categories of personal data

- Your Identity
- Photographic identity when you are exercising your data protection rights
- Personal reference numbers which you provide e.g. PPSN where provided
- Contact details
- Information as provided which will help identify the personal data in respect of which a data right is being exercised
- Details of your data protection query or complaint

Further Processing

Where the Department intends to further process your data or that of your child for a purpose other than the purposes listed above, the Department will provide you prior to that further processing with information on that other purpose and with any relevant further information on the processing activity and your data protection rights.

Recipients of the data

Data Sharing

Data may be shared with the Data Protection Commissioner where provided for under the GDPR or Data Protection Act, 2018

Storage period

The data processed will be retained for a period of three years and subject to review thereafter.

Third Country

None of your data or that of your child will be transferred to a country outside of the European Economic Area i.e. the EU and Norway, Iceland and Liechtenstein

Data Subject Rights

Please follow the https://www.education.ie/en/The-Department/Data-Protection/Information.html for information on your right to access your data and that of your child's.

You may also exercise your right to correct your data, seek to restrict how it may be processed or object to how it may be processed. Your data or that or your child's will not be used for automated decision-making or profiling, please see http://gdprandyou.ie/wp-content/uploads/2018/03/Rights-of-Individuals-under-the-General-Data-Protection-Regulation.pdf for the Data Protection Commissioner's Guide to Data Subject Rights.

While you have a right to have your data or that of your child deleted the Department may not be able to agree to your request if it is less than three years since you submitted your application under this process. The Department may not be able to agree to your request for deletion also where your data is subject to the National Archives Act 1986 and no order has been made to dispose of the this category of data under that Act, see guidance from the National Archives

http://www.nationalarchives.ie/wp-content/uploads/2018/05/20180319GDPRNAA_GuidanceNote_1.pdf .

You have the right to lodge a complaint with the Data Protection Commissioner, please see

www.dataprotection.ie

Further Information

Further information on how DPO operates is available at https://www.education.ie/en/The-Department/Data-Protection/Information.html

Contact Details

The Department of Education and Skills is the data controller for the processing of your data. If you have any query in respect of this you may contact Data Protection Unit or e-mail dpo@education.gov.ie or by post to Department of Education and Skills, Data Protection Unit, Cornamaddy, Co. Westmeath, N37 X659

The Department's Data Protection Officer may be contacted by sending an e-mail to dpo@education.gov.ie .or the address above.

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[i] Please see glossary of Data Protection terms on www.education.ie