



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

Draft Terms and Conditions for GDPR Form Adjustment Guide

Data Protection Privacy Notice for Form: [Application for Exemption from prohibition on carrying weapons or munitions]

This information may not fully replace all existing Data Protection information which appear in current terms and conditions on our forms and should be read as additional data protection information to be provided to the customer/data subject.

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 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 D02TR60

Ph: 00353 (1) 604 xxxx

Email: dpo@dtas.gov.ie

Please contact the **Department's** DPO with any queries you may have in relation to this privacy statement for Form **[Application for Exemption from prohibition on carrying weapons or munitions]**.

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 Form [Application for Exemption from prohibition on carrying weapons or munitions]

The following data is specific information in relation to the personal data processed for the purposes of [insert name of form or processing activity].

Specific Purpose:

Form **[Application for Exemption from prohibition on carrying weapons or munitions]** is used where a [air carrier wishes to carry dangerous goods and/or munitions of war through or into Ireland's sovereign territory]. Certain personal data is need to process this form correctly in adherence with [Air Navigation (Carriage of Munitions of War, Weapons and Dangerous Goods) Order, 1973 – S.I. 224 of 1973, the Air Navigation (Carriage of Munitions of War, Weapons and Dangerous Goods) (Amendment) Order, 1989 – S.I. 130 of 1989].

Legal Basis:

There is a legal basis for the collection and processing of the personal data in Form **[Application for Exemption from prohibition on carrying weapons or munitions]**. It is the [Air Navigation (Carriage of Munitions of War, Weapons and Dangerous Goods) Order, 1973 – S.I. 224 of 1973, the Air Navigation (Carriage of Munitions of War, Weapons and Dangerous Goods) (Amendment) Order, 1989 – S.I. 130 of 1989] that allows for the processing.

Recipients:

[This form is shared with Departments of Justice Equality, Department of Foreign Affairs and Trade, Department of Defence and where Dangerous Goods are present the Irish Aviation Authority, where the applicant is landing in the country the permit is shared with the relevant Airport Authority].

The personal information you provide in this form is not transferred outside the EU/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 under the requirements of [Air Navigation (Carriage of Munitions of War, Weapons and Dangerous Goods) Order, 1973 – S.I. 224 of 1973, the Air Navigation (Carriage of Munitions of War, Weapons and Dangerous Goods) (Amendment) Order, 1989 – S.I. 130 of 1989]. If the information requested in this form is not provided, your application 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 Form [Application for Exemption from prohibition on carrying weapons or munitions].

Information form a third party**Technical information on data collected**

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