



**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: Sports Capital Programme Appendix 4 Landlords Letter confirming site access

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 1385

Ph: 00353 (1) 604 1652

Ph: 00353 (1) 604 1450

Email: dataprotection@dtas.gov.ie

Please contact the **Department's** DPO with any queries you may have in relation to this privacy statement for Form Sports Capital Programme Appendix 4 Landlords Letter confirming site access.

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 Appendix 4 Landlords Letter confirming site access - Sports Capital Programme

The following data is specific information in relation to the personal data processed for the purposes of supporting document required in respect of applications submitted under the Sports Capital Programme.

Specific Purpose:

Form Appendix 4 Landlords Letter confirming site access –Sports Capital Programme is used where a club/organisation who don't have title to their property in respect of application submitted under the Sports Capital Programme.

Certain personal data is required to process this form correctly in adherence with the published Terms and Conditions of the Sports Capital Programme.

Legal Basis:

There is a legal basis for the collection and processing of the personal data in Form Appendix 4 Landlords Letter confirming site access -Sports Capital Programme

The collection and processing of the personal data in the "Appendix 4 Landlords Letter confirming site access–Sports Capital Programme" is necessary for effective performance of a task carried out in

the public interest and in the exercise of official authority vested in the Department namely the administration of the Sports Capital Programme.

Certain personal data is needed to process this form correctly in adherence with the published Terms and Conditions of the Sports Capital Programme

Recipients:

The information may be shared with the Garda Siochana

Transferred outside the EU/EEA and countries with which there is no adequacy agreement¹

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 the published Terms and Conditions of the Sports capital Programme. 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 making is not part of the processing of the personal data included in Form Appendix 4 Landlords Letter confirming site access - Sports Capital Programme.

Information form a third party

Your personal data in relation to Landlords Letter confirming site access was obtained from a club/organisation submitting an application under the Sports Capital Programme in line with this Department's requirement to administer applications under the programme. 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.

Technical information on data collected

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

¹ Switzerland, Guernsey, Argentina, Isle of Man, Faroe Islands, Jersey, Andorra, Israel, New Zealand and Uruguay have been approved in full. Canada has been approved for certain types of personal data. The Commission has also approved the transfer of advance airline passenger data to the US, Canada and Australia.

