



## Conservation Advice Pilot Programme – Privacy Statement

The Department of Housing, Local Government and Heritage is the Government Department responsible for housing and water, for physical and spatial planning, for local government, for weather forecasting and for built and natural heritage.

The Department is committed to protecting and respecting your privacy. This privacy statement explains how the Department, as the Data Controller, will process the personal data provided to it in respect of this pilot grant programme, how that information will be used, and what rights you may exercise in relation to your personal data.

### **Purposes of the processing**

The Department will use the contact information provided on scheme applications to notify applicants of the success or otherwise of their application.

The address and RPS number of the building to be surveyed will be used to verify that the building is on the relevant Local Authority Record of Protected Structures, and to help evaluate the long-term impact of the grant programme (eg, to determine whether grant recipients are more likely to apply for conservation grant funding at a later date).

In line with policy for other conservation programmes, the addresses of buildings awarded funding may be displayed on the Department's website alongside other conservation grant recipients. No applicant names will be displayed.

The copy of the Conservation Advice provided to the Department will be reviewed to verify that the survey has been carried out to the required standard.

The Department will not process your personal data for any purpose other than that for which it was collected.

### **Profiling**

The Department will not use any personal data collected from you in respect of this public consultation for the purpose of automated decision making or profiling.

### **Lawfulness of processing**

This processing of your personal data is lawful under Article 6 (1) (e) of the GDPR Regulation which provides that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, in this case the Department of Housing, Local Government and Heritage in its capacity as the body responsible for built heritage policy.

### **Security of your personal data**

The Department implements appropriate technical and organisational measures to protect your information from unauthorised access. However, despite these efforts, no security measures are

perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other type of misuse. In the event that your personal data is compromised as a result of a breach of security, the Department's Breach Management policy and procedures will be implemented.

### **Recipients of the data**

Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law.

### **Cross-border Data Transfers**

The Department will not transfer personal data collected in respect of this programme to any country or international organisation outside the EU/EEA.

### **How long will we keep your data?**

Conservation Advice reports will be retained for 6 months. Application forms will be retained for 36 months to allow for long-term evaluation of the effect of the pilot programme.

### **Your rights**

The Department's **Data Protection Policy**, which sets out how we will use your personal data, as well as providing information regarding your rights as a data subject (including details regarding right of access, right to rectification, right to erasure, right to restriction of processing, right to object), is available on our website. The policy is also available in hard copy upon request. If you consider that your rights have been infringed, you have the right to complain to the Irish Data Protection Commissioner ([www.dataprotection.ie](http://www.dataprotection.ie)), and you have the right to seek a judicial remedy.

### **Contacting Us**

The Department is the Data Controller when processing your personal data for the purposes outlined above. The Department's contact details are available at:

<https://www.gov.ie/en/organisation-information/839bc-contact-the-department-of-housing-local-government-and-heritage/>

The Department has appointed a Data Protection Officer to support its compliance with data protection law. The contact details for the Department's Data Protection Officer are:

Data Protection Officer  
Department of Housing, Local Government and Heritage  
Newtown Road  
Wexford  
Email: [data.protection@housing.gov.ie](mailto:data.protection@housing.gov.ie)