



The GDPR and Data Protection Act 2018 safeguard the privacy rights of individuals with regard to personal data, i.e. any information relating to an identifiable natural person (data subject).

This privacy policy sets out how the Working Group on Parliamentary Privilege and Citizen's Rights ('the Working Group') will collect and use your information.

Who is the data controller?

The data controller is the Houses of the Oireachtas Service. The Houses of the Oireachtas Service is the unincorporated public service body that administers the National Parliament of Ireland (the Houses of the Oireachtas) on behalf of the Houses of the Oireachtas Commission¹. In this Privacy Notice, the two are generally referred to as the **Service**. The address of the Service is Leinster House, Dublin 2. The Service is issuing this Privacy Notice through the Working Group because of its duties under the General Data Protection Regulation and to provide clarity in how personal data contained in submissions will be used.

The Working Group is a collection of parliamentary officials, all of whom are employed by the Service. Although the Working Group will initially perform most of the functions of controller, it is a part of the Service, and the Service more broadly will process data on behalf of the Working Group to aid them in their functions and will retain possession of submissions made after the dissolution of the Working Group.

The Working Group will process your personal data in compliance with the data protection principles set out in the relevant legislation. These are as follows:

- Personal data must be processed lawfully, fairly and transparently
- Personal data can only be collected for specific, explicit and legitimate purposes
- Personal data must be adequate, relevant and limited to what is necessary for processing
- Personal data must be accurate and kept up to date
- Personal data must be kept in a form such that the data subject can be identified only as long as necessary for processing
- Personal data must be processed in a manner that ensures appropriate security
- Records will be kept of all data processing activities to ensure accountability.

¹ The Houses of the Oireachtas Commission is a statutory body, established under the Houses of the Oireachtas Commission Act 2003, which manages and supports the work and services that are necessary for the Houses of the Oireachtas to operate.

Grounds for processing your personal Data

Your personal information is being processed on the grounds of:

- Public interest, specifically the provision of adequate material to the Committee on Procedure of Dáil Éireann and the Committee on Procedure and Privileges of Seanad Éireann to aid them in the performance of their functions
- Exercise of official authority, specifically in the provision by the Working Group of aid to the Committee on Procedure of Dáil Éireann and the Committee on Procedure and Privileges of Seanad Éireann in the performance of their functions;
- Consent, specifically in the consent you give in making a submission to the Working Group to that submission being used in the performance by the Working Group of their functions. Your consent can be withdrawn, however, we may continue to process your personal data if we have a lawful basis to do so.

Purposes for which we use your personal Data

Your personal data will be collected for the purposes of compiling a report that will be submitted to the Committee on Procedure of Dáil Éireann and the Committee on Procedure and Privileges of Seanad Éireann for further debate.

Categories of Personal Data collected

The following categories of personal data will be collected: Full name and that of your organisation, date of appearance before the Oireachtas Committee, views and opinions, reasons for appearance before an Oireachtas Committee, and any other personal data which you choose to include in your submission.

Who will receive your Personal Data

All submissions may be published in the final report and/or on the Oireachtas Website. If your submission contains special category data, your personal data and any other details that could identify you, the Working Group will consider requests for redaction. This is separate from any redaction that may or may not take place in the context of an FOI request for your submission, which will be subject to the specific processes contained in the Freedom of Information Act 2014.

Special category data includes the following categories of personal data: race, ethnic background, political opinions, religion, philosophical beliefs, membership of a trade union, genes, biometric data, health, sex life, sexual orientation, criminal convictions or any data related to alleged commission of criminal offences or being subject to security measures related to criminal offences.

Transfers to third countries

Your personal data will not be transferred to a third country.

Retention

Your personal data will be retained in accordance with the Service's retention policy, this is determined by the duty to deal with information about an identified or identifiable person no longer than is necessary for relevant purposes set out in this Privacy Notice or required by law

Further dealing with the Personal Data

Your personal data will not be processed for any purpose other than the purpose for which the Working Group received the personal data.

Your rights about your Personal Data

Where your personal data relates to you, your standard rights are:

- (a) To get confirmation that it is being dealt with by a particular body or person, to have it described, and to get a copy of it.
- (b) To have it supplemented or corrected if it is incomplete or incorrect (including out of date);
- (c) To have it deleted, especially if you have withdrawn consent to its being dealt with or the body or person no longer needs it.
- (d) To have dealing with it restricted, for example, if you think it is incorrect.
- (e) If your personal information is being dealt with on the basis of your consent, to require the body or person dealing with it to forward it on to some other person named by you.
- (f) To object at any time to your personal information being dealt with in the exercise of official authority or in the public interest, although this entitlement is subject to many legal qualifications depending on the personal information and why it is being dealt with.
- (g) To object to the balance struck between the legitimate interests of the body or person dealing with it and your rights, where that ground is applicable.
- (h) Not to be subject to automated decision making, including profiling.

In instances (f) and (g) the body or person must then cease dealing with the personal information unless it can show compelling grounds for continuing to do so. Instance (h) is unlikely to arise in the context of this Privacy Notice.

You are usually entitled to have your request complied with within a month.

Data Protection Officer

The Service's Data Protection Officer (DPO) is Jennifer McGrath and is your point of contact

regarding this Privacy Notice. Her office number is +353 1 618 4712 and her email is dataprotection@oireachtas.ie.

Redress

If you are not content with how the Service is dealing with your personal information, you may bring your dissatisfaction to the attention of the Data Protection Commission: see www.dataprotection.ie.

Responsibility

The Working Group seeks the considered opinions of interested persons on this important question. The Working Group's conclusions will form the basis of a report that will be submitted to the Committee on Procedure of Dáil Éireann and the Committee on Procedure and Privileges of Seanad Éireann for further debate.

All staff and those contracted to work with or provide a service to the Working Group are firmly committed to ensuring personal privacy and compliance with Data Protection legislation.

We have also clearly outlined our policy on the publication of personal details in respect of the **Submissions** process.

- In the case of submissions containing sensitive personal information, all personal data and related identifiable details may be removed or redacted if you request it. If this happens, these submissions will be listed online as "Name with Working Group", or 'NWWG'. In certain circumstances the submission itself may not be published.
- Anonymous submissions will not be accepted.
- Submissions not accepted will be deleted.

Review

This Policy will be reviewed regularly in light of any legislative or other relevant developments.