

**HOUSES OF THE OIREACTHAS COMMISSION
HOUSES OF THE OIREACTHAS SERVICE**

PRIVACY NOTICE – ENQUIRIES OFFICE

WHO IS ISSUING THIS NOTICE AND WHY?

The Houses of the Oireachtas Commission is a statutory corporate body and is independent in the performance of its functions. It is the governing body of the Houses of the Oireachtas Service. The Houses of the Oireachtas Service is the public service body that administers the National Parliament of Ireland (the Houses of the Oireachtas) on behalf of the Houses of the Oireachtas Commission. In this Privacy Notice, the two are generally referred to as the **Service** unless the context requires one or other entity to be specified. The address of the Service is Leinster House, Dublin 2. The Service is issuing this Privacy Notice because of its duties under the General Data Protection Regulation.

SCOPE

Personal information about an individual means any information about an individual from which the person can be identified. This Privacy notice tells you how the Service uses personal information you give it when you input information into the visitor/enquiries system on visiting Leinster House.

WHAT KINDS OF INFORMATION DOES THE SERVICE COLLECT?

When you register on the visitor/enquiries system the following categories of personal data are collected: Name , Organisation , Location, Name of your Host, Time of Visit and Departure Time. Your personal data is collected when you enter Leinster House and you are asked to fill out the fields on the visitor system.

DATA CONTROLLER

The Service decides how and why your personal information is dealt with and is, accordingly, the controller of those personal data in accordance with the GDPR.

PURPOSE

The Service deals with your personal information in order to record your attendance at Leinster House, to control access to the national parliament and its offices (and the offices of Members of the Houses), and for related security purposes.

LEGAL BASIS

Your personal data is collected for security purposes to ensure the health and safety of staff and visitors. The processing of your personal data is necessary and proportionate for the performance of a task carried out in the public interest or in the exercise of official authority. If you do not provide the personal information in question, the Service will not be able to grant you access to Leinster House.

RECIPIENTS AND FURTHER PROCESSING

The Service retains processors to provide information technology necessary for administering the visitors/enquiries system. They are bound by data processing agreements that secure your rights with regard to your personal information in accordance with the GDPR.

The Service will deal with your personal information where this is necessary to establish (including investigate), exercise, or defend a legal claim, including by disclosing it to its legal advisers and in proceedings before any relevant court, tribunal, arbitrator, mediator, or similar entity. Rarely, it may be necessary to share your personal information with An Garda Síochána. The Service will deal with your personal information if this is necessary in order to comply with a request under the Freedom of Information Act. The Service will also need to deal with your personal information if you exercise rights under data protection law. The Service will also need to deal with your personal information if you exercise rights under data protection law.

RETENTION

Your personal information will only be retained as long as necessary to fulfil the purposes it was collected for. Unless required for some specific purpose, it will be retained no longer than 6 years, and will then be disposed in accordance with the House of the Oireachtas File Plan and Retention Schedule.

THIRD COUNTRY

Your personal information is not transferred outside the EEA (ie the EU, Iceland, Liechtenstein and Norway).

YOUR RIGHTS ABOUT YOUR PERSONAL INFORMATION

The following are the principal data rights applicable in the circumstances of this Privacy Notice. You may ask the Service for a copy of your personal information. You may ask the Service to supplement or correct your personal information if it is incomplete or incorrect (including out of date). You may be able to ask the Service to delete personal information, especially if the Service no longer needs it, or not to deal with it for the time being, for example, if you think it is incorrect. You may object at any time to the Service's dealing with personal information it is dealing 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 the Service is dealing with it. The Service must then cease dealing with the personal information unless it can show compelling grounds for continuing to do so.

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.

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.

VARIATION OF PRIVACY NOTICE

This Privacy Notice is regularly kept under review. Any updates will be placed on the Plinth and notified to you. The Privacy Notice was last updated on 16 November 2022.