

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

PRIVACY NOTICE – LAYING DOCUMENTS BEFORE THE HOUSES

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 register to use the Documents Laid system.

WHAT KINDS OF INFORMATION DOES THE SERVICE COLLECT?

The personal information that you provide when you self-register will be your contact details for your Department, office or place of employment. The categories of personal data the Service collects are as follows: name, grade, work address, and work contact details.

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 facilitate you in laying documents in accordance with the Standing Orders of the Houses and any applicable legislation.

LEGAL BASIS

The processing of your personal data is necessary and proportionate for the performance of a task carried out in the exercise of official authority or in discharge of a legal obligation. Certain documents are laid in accordance with a duty imposed by particular legislation. Under the Houses of the Oireachtas Commission Act 2003, it is the duty of the Commission to provide for the running of the Houses, which includes providing library services. The manner in which a document is to be laid is, in accordance with Part 13 of the Houses of the Oireachtas (Inquiries, Privileges and Procedures Act 2013) that provided for in the Standing Orders of each House.

If you do not provide the personal information in question, the Service will not be able to receive documents from you to be laid, which may put your Department, office or place of employment in breach of a legal obligation.

HOW DO WE USE THIS INFORMATION?

This information will be used for the purposes of administering the Documents Laid process; for example the Service might contact you if there is a problem with a document being laid.

RECIPIENTS AND FURTHER PROCESSING

The Service retains processors to provide information technology necessary for administering the Documents Laid 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 does not regularly deal with personal information you supply for the purposes set out in this Privacy Notice for any further purposes. One instance where the Service might deal with your personal information for an additional purpose is 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 might also exceptionally have to deal with your personal information, for example, if required by law or in order to advance or defend a legal claim, but those exceptions are very unlikely to arise in the context of this Privacy Notice.

RETENTION

Your personal data will be kept for as long as necessary to fulfil the purpose of administering the Document Laid process.

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 **9th December 2020**.