



An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta
Department of Housing,
Local Government and Heritage



National Built
Heritage Service

Historic Structures Fund

Conservation Advice Scheme 2024

(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 conservation advice grant scheme (2024); 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 information provided in order to do the following: notify applicants of the success or otherwise of their application and to answer queries during the course of processing successful applications. The address of the building to be surveyed including its RPS No/ACA Name/NIAH No (where relevant) will be used to verify that the building is in the relevant Local Authority Development Plan and/or the National Inventory of Architectural Heritage, and to help evaluate the long-term impact of the conservation advice grant programme (e.g., to determine whether grant recipients are more likely to apply for conservation grant funding for works at a later date).

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

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

Conservation Professionals may be contacted to answer queries on submitted reports and invoices. On approval of grant reports and invoices, applicant's payment details will be sought in order to process grant payments, and tax details will be verified ahead of payment.

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 conservation advice grant scheme (2024) for automated decision-making, or for profiling purposes.

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 in accordance with Part IV of the Planning and Development Act 2000 (as amended).

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 shared internally for audit or other compliance purposes.

Personal data may be shared 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 conservation advice grant scheme (2024) to any country or international organisation outside the EU/EEA.

How long will your data be kept?

The Department will only retain your personal data for as long as it is necessary for the purposes for which it was collected and processed. In line with legislative and business requirements, the data retention period for your personal data is as follows:

- Conservation advice reports will be retained for 24 months
- Application forms will be retained for 36 months

This will allow for long-term evaluation of the effect of this conservation advice grant scheme (2024).

Photographs

Please note that the Department reserves the right to use any or all images supplied by the applicant and/or their architect to advertise or publicise the scheme.

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 Commission (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

Date: 24th of June 2024