

Privacy Notice

Retail Forum

Your privacy is important to us and we are fully committed to keeping your personal information safe. This privacy notice is intended to provide you with information about the personal information we collect about you and how that information is used and shared. It also sets out your privacy rights. Please take a moment to familiarise yourself with our privacy practices so that you are fully aware of how and why we are using your personal data.

1. Data Controller

The [Minister for Enterprise, Trade and Employment](#) (the “Department”) is the **Data Controller** for the [Retail Forum](#). This means that we have certain responsibilities when we process or “use” your Personal Data. Part of these responsibilities include that we provide you with information about your personal data. This information is set out in this Privacy Statement.

2. Our Data Protection Officer

We have appointed a Data Protection Officer, Ms Celyna Coughlan for you to contact if you have any questions regarding this privacy notice, our privacy practices or if you wish to exercise your data rights. Our Data Protection Officer can be reached by e-mail at: dataprotection@enterprise.gov.ie. We value your opinions. Should you have any questions or comments related to this privacy notice, please contact us at: dataprotection@enterprise.gov.ie.

3. What is the Retail Forum?

The [Retail Forum](#) was established under the Action Plan for Jobs 2014 to provide a platform for structured engagement between the retail sector and relevant Government Departments, in response to the 50,000 job losses during the recession.

The purpose of the Forum is to allow key issues of relevance to the retail sector to be discussed, with a view to identifying practical actions which could be taken by Government, or by industry itself, to support the sector with particular emphasis on achieving sustainable jobs growth in the sector. The Forum aims to be interactive, participative and solutions-focused. The Department of Enterprise, Trade and

Employment provides the Secretariat to the Forum. [Minutes](#) from Retail Forum meetings are published on the Department's website.

4. Information we will collect from Retail Forum members

The Department of Enterprise, Trade and Employment asks each organisation to supply the name of their representative to the Retail Forum together with a contact e-mail address and phone number. In certain instances, an organisation may also provide the name of an alternate, and their contact e-mail address and phone number to the Department.

Our legal basis for using your personal data is:

Article (6)(1)(e) [GDPR](#) for the **performance of a task carried out in the public interest or in the exercise in the official authority vested in the Controller** (in this case the Controller is the Minister for Enterprise, Trade and Employment).

5. Why are we using your Personal Data?

We use your personal data to contact you in relation to the work of and your membership of the Retail Forum regarding meetings, sharing relevant information and issues raised.

6. Who has access to the data?

Relevant staff in the Department of Enterprise, Trade and Employment who are part of the Retail Forum secretariat.

7. Data storage and retention

We will retain your personal information as needed to fulfil the purposes for which it was collected. This information will be securely destroyed when you are no longer a member of the Retail Forum or when the Retail Forum is dissolved.

8. International transfers

We do not transfer your personal data outside the [European Economic Area \(EEA\)](#).

9. Your data rights

You have certain rights under data-protection law in relation to how we use your personal information.

You have the right, free of charge, to:

- Request a **copy** of the personal information we hold about you. You can do this by completing a [Subject Access Request](#) (SAR) form.

- ***Rectify** any **inaccurate** personal information we hold about you. If your personal data is incomplete, you have the right to have data completed, including by means of providing supplementary information.
- **Restrict** processing of your personal information in certain limited circumstances (e.g. if you have contested the accuracy of your personal data).
- Not be subject to a decision which is based solely on **automated processing** where that decision produces a legal effect on you or otherwise significantly affects you. We do not make automated decisions of this nature.

We may take measures to verify your identity. We will do this by reference to copies of acceptable identification documentation supplied by you.

10. Making a complaint

You can [Make a complaint](#) with the [Data Protection Commission \(DPC\)](#) if you have concerns about how we process your personal data.

These rights are in some circumstances limited by data-protection legislation. We may take measures to verify your identify. We will do this by reference to copies of acceptable identification documentation supplied by you.

We will endeavour to respond to your request within **a month**. If we are unable to deal with your request within a month we may extend this period by a further two months and if this occurs we will contact you and explain why.

9. Changes to this privacy policy

We may update this privacy notice from time to time. If we make changes, we will notify you prior to the changes taking effect by posting a notice on our website.

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