



Request for Access to Data under the Data Protection Acts, 1988 and 2003

- Please read the attached Data Protection Guidelines before completing this form. This will help you decide what data is relevant to your needs.
- Please answer all questions fully, and indicate the appropriate details using an 'X' in the boxes provided.
- Please complete the form using BLOCK LETTERS

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| PART ONE: Details of Data Subject |
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Full Name _____

Address _____

Contact number _____

Email address _____

2. To help locate your personal data, please state across the nature of the contacts you have had with this Department (e.g letters/representations to Minister, submission of application forms, requests for information by letter, email or telephone contact etc.)

3. Please provide any reference numbers relating to your contact Department

PART TWO: Details of request

The Department has various separate Data Protection Registrations, as shown below. You can request personal information held under one or more of these registrations by marking 'X' in the appropriate box(es).

An explanation and description of each registration is set out in the attached Data Protection Guidelines.

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| | <i>National Employment Rights Authority</i> |
| | <i>Employment Permits</i> |
| | <i>Freedom of Information and Data Protection</i> |
| | <i>Financial Management</i> |
| | <i>Employment Appeals Tribunal</i> |
| | <i>Employment Rights legislation and Employment Agencies</i> |
| | <i>Labour Court</i> |
| | <i>Labour Relations Commission</i> |
| | <i>National Consumer Agency</i> |
| | <i>Organisation and Information Unit</i> |
| | <i>Enterprise and Agencies</i> |
| | <i>Local Enterprise Unit</i> |

There is a fee of €6.35 for each registration requested.

Your fee, you must enclose the appropriate amount with your application. Cheques/PostalOrders/Money Orders should be made payable to the Department of Jobs, Enterprise and Innovation.

PART THREE: Declaration

I declare that all the details I have given in this form are true and complete to the best of my knowledge.

Signature of Applicant Date:.....

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**Please return the completed form to:**

**Data Protection Officer,  
Data Protection Unit,  
Department of Jobs, Enterprise & Innovation,  
Kildare Street,  
Dublin 2.**

**Telephone: (01) 6312184**



## BACKGROUND INFORMATION

### Legislation

The *Data Protection Act, 1988* is designed to protect the privacy of the individual by giving effect to *Council of Europe Convention for the Protection of Individuals with Regard to Automatic Processing of Personal Data*. The Act regulates the collection, processing, keeping, use and disclosure of certain information relating to individuals that is processed automatically. With some exceptions, it covers all computerised data relating to individuals.

### Rights Conferred

The Data Protection Act, 1988 confers on every person the right:

- to determine whether computerised personal data are held which relate to him/her, and, if such data are held, a right to be given a description of the data and the purposes for which they are kept (response to be given within 21 days of request);
- to be supplied with a copy of such data (response to be given within 40 days of request); and
- to have such data amended or erased if they are incorrectly or improperly held.

### Registration

Under the Data Protection Act, 1988 certain persons and bodies who control the contents and use of computerised personal data (Data Controllers) are required to register details regarding this data with the Office of the Data Protection Commissioner, which maintains a public register.

For purposes of that Act, data held by the Department of Jobs, Enterprise and Innovation have been grouped under a number of different headings.

A Data Controller has been appointed for each. A description of each registration is set out below.

## APPLICATIONS UNDER THE DATA PROTECTION ACTS, 1988 and 2003

### How to Make an Application

An individual seeking access to personal data must send a written request to the Department (contact address below), specifying that the request is made under the Data Protection Act, 1988. To facilitate processing of the application, the individual making the request should where possible give any details which might be needed to help the Department identify the applicant and locate the information which we may keep about him/her (e.g. relevant section of the Department with which the applicant has had interaction, previous address etc.)

*An individual must indicate under which of the Registrations s/he wants a search carried out* (see section entitled “Registration Details” above). An individual may request personal

data held under one or more registrations. There is an *access fee of €6.35 for each registration* in respect of which an access request is made.

The Data Protection Unit administers the Data Protection Act within the Department, and applications should be sent to the following address:

Data Protection Officer  
Data Protection Unit  
Department of Jobs, Enterprise and Innovation  
Kildare Street  
Dublin 2

### **Processing the Application**

On receipt of the request, an acknowledgment is issued immediately. In cases where the individual seeking access to data has not specified the registration(s) under which they wish a search to be made the acknowledgement letter will ask the requester to specify under which registration(s) they wish a search to be made.

The 40 day time limit is reckoned from the date on which the registration(s) under which a search is to be made have been established, and the appropriate fee has been received.

When the registration(s) under which a search is to be made have been established, and the appropriate fee remitted, contact will be made with the relevant Data Controller(s) requesting that a search be carried out for personal data which refers to the data subject.

The retrieved data is fully examined by the Data Controller(s) and a decision in accordance with the Data Protection Acts is made.

If the Data Controller decides not to release the material, or to release only part of it, the individual is advised in writing as to the reason for that decision.

### ***Right of Complaint***

A person is notified of their right to raise the matter with the Data Protection Commissioner under S. 10(1)(a) of the Data Protection Act, 1988, in the event that they consider the provisions of the Act have been contravened. They can do this by contacting the Commissioner at Canal House, Station Road, Portarlinton, Co. Laois (Tel: 0578684800, Fax: 0578684757)

## **Registration Details**

The Department is registered as a Data Controller with the Office of the Data Protection Commissioner under a number of different headings.

### ***Employment Rights Enforcement and Compliance Section Employment Agency Licences***

#### Purpose

Compliance checking and Enforcement of Employment Rights Legislation. Operation of Licensing facility controlling the form of work and hours of work permitted under the Protection of Young Persons Act, 1996.

### ***Employment Permits***

#### Purpose

Administration of the employment permits scheme, including research and analysis of operation of scheme and related policies, and the provision of ancillary and support services.

### ***Freedom of Information and Data Protection***

#### Purpose

Administration of the Freedom of Information Acts, 1997 and 2003 and Data Protection Acts, 1988 and 2003 within the Department of Jobs, Enterprise and Innovation.

### ***Financial Management***

#### Purpose

Financial management, including administration of payroll, payments systems and travel and subsistence system; research and analysis of financial systems; the provision of ancillary and support services.

### ***Employment Appeals Tribunal***

#### Purpose

The discharge of the functions of the Employment Appeals Tribunal, including the provision of ancillary and support services.

### ***Labour Court***

#### Purpose

Administration of the Labour Court

### ***Labour Relations Commission***

#### Purpose

Administration of the Labour Relations Commission

### ***Employment Rights Legislation Employment Agencies and Health and Safety***

#### Purpose

Drafting of Employment rights legislation and provision of information on same to the public. Administration of Employment Agency Act, 1971 and regulations thereunder, including issuing of employment agency licence's. Health and Safety policy and liaison with Health and Safety Authority.

### ***National Consumer Agency***

#### Purpose

The Agency enforces a wide range of consumer protection laws, including laws on deceptive trading practices (including unfair, misleading and aggressive), consumer credit, package travel, unfair contract terms, timeshare, consumer safety (mandatory standards),

food labelling, textile labelling, unit pricing and price displays. The Agency also has responsibility for the issue of licenses to moneylenders and pawnbrokers and authorisations to credit and mortgage intermediaries under the Consumer Credit Act 1995.

***Organisation and Information Unit***

Purpose

Internal and External security. Complaints files consisting of complaints by members of the public about perceived inefficiencies of Units of the Department in administration of their duties.

***Enterprise and Agencies Unit***

Purpose

Administration of the Agencies, IDA, Forfás, Shannon Development, Enterprise Ireland and Crafts Council of Ireland

***Local Enterprise***

Purpose

To develop policy in relation to the activity of the 35 County and City Enterprise Boards.