



**An Roinn Cultúir,  
Oidhreacht agus Gaeltachta**  
Department of Culture,  
Heritage and the Gaeltacht

# **Record of Processing Activities (ROPA)**

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The **General Data Protection Regulations** (GDPR) came into force in May 2018, in which Article 30 included a requirement for all public bodies to produce a Record of Processing Activities, or a ROPA, as outlined below;

### **Article 30**

#### *Records of processing activities*

1. Each controller and, where applicable, the controller's representative, shall maintain a record of processing activities under its responsibility. That record shall contain all of the following information:

- (a) the name and contact details of the controller and, where applicable, the joint controller, the controller's representative and the data protection officer;
- (b) the purposes of the processing;
- (c) a description of the categories of data subjects and of the categories of personal data;
- (d) the categories of recipients to whom the personal data have been or will be disclosed including recipients in third countries or international organisations;
- (e) where applicable, transfers of personal data to a third country or an international organisation, including the identification of that third country or international organisation and, in the case of transfers referred to in the second subparagraph of Article 49(1), the documentation of suitable safeguards;
- (f) where possible, the envisaged time limits for erasure of the different categories of data;
- (g) where possible, a general description of the technical and organisational security measures referred to in Article 32(1).

2. Each processor and, where applicable, the processor's representative shall maintain a record of all categories of processing activities carried out on behalf of a controller, containing:
  - (a) the name and contact details of the processor or processors and of each controller on behalf of which the processor is acting, and, where applicable, of the controller's or the processor's representative, and the data protection officer;
  - (b) the categories of processing carried out on behalf of each controller;
  - (c) where applicable, transfers of personal data to a third country or an international organisation, including the identification of that third country or international organisation and, in the case of transfers referred to in the second subparagraph of Article 49(1), the documentation of suitable safeguards;
  - (d) where possible, a general description of the technical and organisational security measures referred to in Article 32 (1).
3. The records referred to in paragraphs 1 and 2 shall be in writing, including in electronic form.

The Department comprises a broad remit, which includes Arts, Culture, Natural Heritage, Built Heritage, Gaeltacht and the Islands, and the promotion of the Irish Language. With regard to processing activities, the Department also carries out internal processes that utilise personal data, e.g. Human Resources Management, Corporate Governance, Finance, Internal Audit, and Communications, amongst others. These have been included in this Record of Processing Activities.

This document is an inclusive and non-exhaustive list of the processes undertaken by sections within the Department that utilise personal data; by nature it takes the form of a living document, which will be updated regularly with changes and amendments. If you have any queries regarding specific processes which utilise personal data that are not covered by this document, please contact the Data Protection Officer, as detailed below

**DATA CONTROLLER** Department of Culture, Heritage and the Gaeltacht

**ADDRESS** Department of Culture, Heritage and the Gaeltacht  
23 Kildare Street  
Dublin 2  
D02 TD30

**DATA CONTROLLER EMAIL ADDRESS** [Corporate.Governance@chg.gov.ie](mailto:Corporate.Governance@chg.gov.ie)

**DATA PROTECTION OFFICER EMAIL ADDRESS** [data.protection@chg.gov.ie](mailto:data.protection@chg.gov.ie)

Area	Name Of Record	Data Subjects	Categories Of Personal Data	Special Category Data	Purpose Of Processing	Source Of Data	General Description Of Technical And Org. Security Measures	Retention Period	Categories Of Recipients	Basis For Transfer	Role Of Dept. In Data Sharing	Third Countries/ Internat. Orgs That Personal Data Are Transferred To	Safeguards For Exceptional Transfers Of Personal Data To Third Countries Or International Organisations
<b>An Clár Tacaíochta Pobail &amp; Teanga - An Clár Tacaíochta Teaghlaigh</b>	Applications for Family Support Program(An Clár Tacaíochta Teaghlaigh)	Applicants And Their Children	Name Date Of Birth Home Address Email Address	N/A	Application Processing	Data Subject	Locked Filing Cabinet	7 Years	N/A	N/A	Data Controller	N/A	N/A
<b>An Foras Teanga</b>	Foras Na Gaeilge And Ulster Scots Board Members Contact List	Board Members	Name Work Address Work Phone Number Home Address Email Address	N/A	Administration Purposes  Contract With Joint Controller	Data Subject	Locked Filing Cabinets.	7 Years	Dept. For Communities N.I.	Co-Sponsors	Joint Controller	United Kingdom	Secure Email/File Transfer
<b>An Foras Teanga</b>	British Irish Council Invitees	Invitees	Name Work Address Work Phone Number Home Address Email Address Bank Details	N/A	Administration Purposes  Contract With Joint Controller	Data Subject	Locked Filing Cabinets.	7 Years	Dept. For Communities N.I.	Co-Sponsors	Joint Controller	United Kingdom	Secure Email/File Transfer
<b>Built Heritage Policy</b>	Contact List	Contacts Interested In Attending Conferences etc.	Name Home Address	N/A	Administration Purposes	Data Subject	Password Protected Database	Data Deleted Once Conference/ Project Complete.	N/A	N/A	Data Controller	N/A	N/A
<b>Commemorations Unit</b>	Invitation Lists	Members Of The Public, Stakeholders	Name Address Email Address	N/A	Inviting Interested Parties To Commemorative Events	Data Subject	Locked Filing Cabinet, Secure Server	7 Years	N/A	N/A	Data Controller	N/A	N/A
<b>Commemorations Unit</b>	Photographs	Invited Guests, Participants And Staff Working At Commemorative Events	Images	N/A	Record Of The Event and Relevant Publications	CHG	Locked Filing Cabinet, Secure Server	7 Years	N/A	N/A	Data Controller	N/A	N/A
<b>Commemorations Unit</b>	Exhibition - Women In Politics And Public Life 1918-2018	Serving And Former Politicians & Public Figures	Image, Name, E-Mail, Address, Phone Number,	N/A	To Fulfil The Requirements Of The Exhibition.	Data Subject	Locked Filing Cabinet, Secure Server	7 Years	N/A	N/A	Data Controller	N/A	N/A
<b>Communications Unit</b>	Media Release Contact Lists	Journalists, Members Of The Public	Contact Details	N/A	To Distribute Press Releases/Information Of Interest	Data Subject	Secure Server	10 Years	N/A	N/A	Data Controller	N/A	N/A
<b>Creative Ireland Programme Office</b>	Creative Ireland Portal (Event Files)	Invitees, Contractors, Employees, Applicants, Event Managers	Name Email Address	N/A	Administration Purposes; Grant Schemes;	Local Authority, Data Subjects	Encrypted Storage On Online Portal	7 Years	N/A	N/A	Data Controller	N/A	N/A
<b>Creative Ireland Programme Office</b>	Photographs For Websites/Publications	Subjects Of Photographs	Images	N/A	Website/Relevant Publications	CHG	Secure Server	5 Years	N/A	N/A	Data Controller	N/A	N/A
<b>Creative Ireland Programme Office</b>	Events: Formal Records	Invitees, Contractors, Employees, Elected Officials.	Name Home Address Email Address	N/A	Recording Of Events	Data Subject	Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
<b>Creative Ireland Programme Office</b>	Events: Planning And Preparation Records	Invitees, Contractors, Employees, Elected Officials.	Name Home Address Email Address	N/A	Planning And Preparation Of Events	Data Subject	Secure Server	7 Years	N/A	N/A	Data Controller	N/A	N/A

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Cross Departmental	Freedom Of Information and Access To Information On The Environment Request Files	Requesters, Solicitors	Name, Address, Personal Details of Applicant, E-Mail Address, Phone Number	N/A	FOI/AIE Request	Data Subject	Locked Filing Cabinet, Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Cross departmental	Procurement Files (Tenders, Contracts, etc.)	Applicants	Name Date Of Birth PPSN Home Address Email Address Contact Number Bank Details Tax Access Number	N/A	Funding Programme, Third Party Contracts.	Data Subject,	Locked Filing Cabinet, Secure Server	30 Years Then Review For National Archives	Financial Shared Services	Payment Processing	Data Controller	N/A	N/A
Cross Departmental	Financial Files (EFT Mandates, Supplier Set Up, Invoices, Payment Records etc.)	Contractors, Suppliers, Tenderers, Grantees, Employees, Applicants.	Name Date Of Birth PPSN Home Address Email Address Contact Number Bank Details Tax Access Number	N/A	Payment Of Invoices And Other Payments	Data Subject	Locked Filing Cabinet Secure Warehouse Storage	7 Years as	Financial Shared Services, National Shared Services Office, Payroll Shared Service Centre	For Payment	Data Controller	N/A	N/A
Cross Departmental	Legal Files (Prosecutions, Legal Advice Etc.)	Members Of The Public Or Various Organisations	Name, Address, Details Of The Incident That Took Place, Email, Phone Number	N/A	To Aid In Compliance With Legislation, Ongoing Legal Cases, Administration Purposes	DCHG, Data Subject	Locked Filing Cabinet, Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Cross Departmental	Grant Application Files	Applicants	Name PPSN Address Of Company/ Individual Email Address Bank Details Telephone Number Tax Clearance Certificate	N/A	Processing For Grant Schemes	Data Subject	Secure Server Locked Filing Cabinet	7 Years Or Longer Per Archive Guidance	Financial Shared Services	To Process Payments	Data Controller	N/A	N/A
Cross-Departmental	Letter and E-Mail Queries Correspondence	Members Of The Public, Stakeholders, Interested Parties	Name Address E-Mail Address Phone Number	N/A	Ongoing Queries, Future Reference	Data Subject	Locked Filing Cabinet Secure Server, Secure Storage	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Cross-Departmental	Ministerial Representations	Members Of The Public	Contact Name & Address	N/A	To Answer Ministerial Representations	Data Subject	Locked Filing Cabinet, Secure Server	7 Years	N/A	N/A	Data Controller	N/A	N/A
Cross-Departmental	Parliamentary Questions (Including E-PQ and Historical Hard Copy)	Members Of The Public, Elected Representatives	Name Address Of Member Of The Public. Email Address. Phone Number (If Provided By The Deputy)	N/A	Respond To PQs	Members of the Public	Secure Server	7 Years	N/A	N/A	Data Controller	N/A	N/A

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<b>Cross-Departmental</b>	Subject Access Requests	Members Of The Public, Solicitors	Name, Address, Personally Identifying Information, Email Address,	N/A	Data Subject Request	Data Subject	Secure Server, Locked Filing Cabinet	7 Years	N/A	N/A	Data Controller	N/A	N/A
<b>Development Applications Unit</b>	Planning Application File	Planning Applicants, (Individuals, Organisations And Business Applicants)	Name Home Address Email Address Phone Number	N/A	Consultation, Advice And Observations On Planning Applications Referred From Planning Authorities	Local Authority, Data Subject	Encrypted Storage Database (DATS)	30 Years Then Review For National Archives	Local Authorities / Consultants / Other Departments	N/A	Data Controller	N/A	N/A
<b>Development Applications Unit</b>	Pre-Planning Consultation Requests	Consultants On Behalf Of Applicants	Name Home Address Email Address Phone Number	N/A	Professional Consultation And Observations	Data Subject	Encrypted Storage Database	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
<b>Development Applications Unit</b>	Forestry Approvals/ Felling/Licencing	Applicants	Name Home Address Email Address Phone Number	N/A	Professional Consultation And Observations	DAFM	Encrypted Storage Database	30 Years Then Review For National Archives	Department Of Agriculture, Food, And The Marine	Interdepartmental Agreement For Consultations	Joint Controller	N/A	N/A
<b>Development Applications Unit</b>	Aquaculture Licence Referrals	Applicants	Name Home Address Email Address Phone Number	N/A	Professional Consultation And Observations	Other Department	Encrypted Storage Database	30 Years Then Review For National Archives	Department Of Climate Change And The Environment	Statutory Consultation	Joint Controller	N/A	N/A
<b>Development Applications Unit</b>	Foreshore Licence Referrals	Applicants	Name Home Address Email Address Phone Number	N/A	Professional Consultation And Observations	Other Department	Encrypted Storage Database	30 Years Then Review For National Archives	Department Of Housing Planning And Local Government	Statutory Consultation	Joint Controller	N/A	N/A
<b>Development Applications Unit</b>	Environmental Protection Agency Licence Referrals	Applicants	Name Home Address Email Address Phone Number	N/A	Professional Consultation And Observations	Other Department	Encrypted Storage Database	30 Years Then Review For National Archives	Environmental Protection Agency	Statutory Consultation	Joint Controller	N/A	N/A
<b>Film Unit</b>	Film Relief Applications	Employees On Films, Directors, Secretaries	Name Date Of Birth Home Address Email Address	N/A	Processing Applications For Certification Under Section 481 Of The Taxes Consolidation Act	Applicant Companies	Locked Filing Cabinet For Physical Files, Limited Access Unit Shared Drive	6 Years	N/A	N/A	Data Processor	N/A	N/A

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Human Resources	Chief Medical Officer Referrals	Employees	Name Address Date Of Birth PPSN Gender Next Of Kin Emergency Contact Details Medical Information	Health	Absence Management and Employee Support	Data Subject	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	100 Years	N/A	N/A	Data Controller	N/A	N/A
Human Resources	Grievance And Discipline Investigations	Employees	Name Date Of Birth Home Address Email Address	Race Or Ethnicity; Political, Philosophical Or Religious Beliefs; Trade Union Membership; Health, Sex Life, And Sexual Orientation;	Investigation Of Grievance And Disciplinary Cases	Data Subject/Staff Member	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	18 Months	External Appeal Officer If Applicable	If Appeal Requested From Data Subject	Data Controller	N/A	N/A
Human Resources	Mentor Programme Application Forms	Employees	Name Work Address Work Email Work Phone	N/A	Administration Of The Mentoring Programme	Data Subject	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	2 Years	N/A	N/A	Data Controller	N/A	N/A
Human Resources	Transition Year Programme	Contact Details About Students (Child) Parents/Guardians Of Child/Student/Ty Co-Ordinator	Name Home Address Email Address	Health	Administration Of Transition Year Programme	Data Subject	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	2 years	School Of Transition Year Student	Feedback About Placement From Transition Year Student	Data Controller	N/A	N/A
Human Resources	Staff Census, National Disability Authority Staff Update Form	Employees	Name Disability Status	Health	Annual Returns For The Monitoring Committee For Transmission To The NDA	Data Subject	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	7 Years	DPER	Compliance With Disability Act	Data Controller	N/A	N/A
Human Resources	Travel Tax Saver, Cycle To Work, VDU Refunds	Employees	Name Address PPSN Email Address Photo Id Bank Account	N/A	Distribution Of Travel Passes, Payment Of Refunds	Data Subject	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	30 Years Then Review For National Archives	National Shared Services Office / Travel Company	Compliance With National Shared Services Office Act	Data Controller	N/A	N/A
Human Resources	Departmental Entry To The IPA Yearbook	Employees	Name Grade Phone Number Location Photograph	N/A	To Complete The Depts. Entry For The IPA Yearbook	CHG	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	30 Years Then Review For National Archives	Institute Of Public Administration	Consent	Data Controller	N/A	N/A
Human Resources	Payment & Refund Of Educational Fees Files	Employees, Service Providers	Name PPSN Address Phone Number Email Address Signature Bank Account Details	N/A	Process Staff Applications Under The Payment And Refund Of Educational Fees Scheme.	Data Subject	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	7 Years	National Shared Services Office	Payment	Data Controller	N/A	N/A



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Human Resources	Staff Training Files (Course/Conference/Seminar, Evaluation Sheets, Certificates)	Employees	Name Address Email Address Signature Photograph	N/A	To Ensure Staff Are Sufficiently Trained and Workforce Planning	Data Subject	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	30 Years Then Review For National Archives	Service Providers	Business Needs	Data Controller	N/A	N/A
Human Resources	Reimbursement Of Professional Membership Fees File Application	Employees	Name PPSN Address Phone Number Email Address, Signature Bank Account,	N/A	Reimbursement Of Professional Membership Fees	Data Subject	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	Application Forms 1 Year, Financial Forms 6 Years From Current Financial Year	National Shared Services Office	To Process Payment Of Refund	Data Controller	N/A	N/A
Human Resources	Application Files (recruitment)	Applicants, Interview Boards	Name, Date Of Birth Gender, Marital Status, Photo PPSN, Address Phone Number, Email Address, Medical Declarations. Name, Phone, Number And Address Of Referee Bank Details Of Board Members	Health	Staff Recruitment And Paying Of Interview Board For Assessment	Data Subject	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	1 Year For Internal Competitions, 2 Months For Unsuccessful Applicants For Seasonal Posts	N/A	N/A	Data Controller	N/A	N/A
Human Resources	State Board Membership Master sheets	Current Chairs And Board Members Of State Boards	Name Home Address Email Address Phone Number	N/A	Administration Of Appointments To State Boards	Public Appointments Service/Data Subject	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	30 Years Then Review For National Archives	Dept. Of Public Expenditure And Reform, Government Reform Unit	Guidelines On Appointments To State Boards	Data Controller	N/A	N/A
Human Resources	Review Of Pension/Redundancy Payment Calculations On Behalf Of State Agencies	Employees Of State Agencies Under The Remit Of Department	Name Date Of Birth Work History Payments History	Health	Relevant Information Required To Review Pension Calculations & Provide Advice To The State Agency	Agency	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	Until Case Finalised	N/A	N/A	Data Processor	N/A	N/A
Human Resources	CV & Cover Letters Of Suitable Applicants For State Board Membership	Shortlisted Individuals Applying For State Board Vacancies	Name Address Email Address	N/A	For The Purpose Of Filling State Board Vacancies	PAS	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	1 Year	N/A	Guidelines On Appointments To State Boards	Data Controller	N/A	N/A
Human Resources	Garda Vetting	Incoming Staff Of Agencies Under The Aegis Of The Dept.	Name Date Of Birth PPSN Home Address Email Address Mothers Maiden Name Contact Number	N/A	Vetting Under The Children And Vulnerable Persons Act	Agency	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	10 Years	Employing Agencies	Legal Requirement	Data Processor	N/A	N/A

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Human Resources	Personnel File	Employee	Name, Address Date Of Birth PPSN, Gender Marital Status Phone Number Photo Id, Next Of Kin Emergency Contact Details, Children's Birth Certificate Educational Details Medical Information Bank Account Details P45, PRD 10	Health	To Fulfil Obligations Of Public Sector Employer	Data Subject	Secure Server Locked Filing Cabinets Security Codes On Office Doors, Limited Access	100 Years	National Shared Services Office	Compliance With National Shared Services Office Act,	Data Controller	N/A	N/A
Internal Audit	Audit Fieldwork Records.	Contractors, Employees, Applicants, Members Of The Public	Name Date Of Birth PPSN Home Address Email Address	N/A	To Facilitate Audit. And Retain As Evidence Of Audit Findings.	Data Subject	Locked Filing Cabinets; Access To Electronic Files Limited To Internal Audit Team. Rooms/Offices Have Restricted Access.	7 Years	N/A	N/A	Data Processor	N/A	N/A
Islands	Third Level language Immersion Scheme Applications	Applicants	Name Email Address Business Address Bank Details	N/A	To Administer Funding Programme	Data Subject	Locked Filing Cabinet	7 Years	N/A	N/A	Data Controller	N/A	N/A
Islands	Non-Gaeltacht Island Co-Ordinator Applications	Applicants	Name Date Of Birth PPSN Home Address Email Address Contact Number	N/A	Administration	Data Subject	Locked Filing Cabinet	7 Years	N/A	N/A	Data Controller	N/A	N/A
Legislation And Guidance Unit	Documentation In Legal Cases - E.G. Notice Of Motion, Court Order, Statement Of Grounds, Affidavit, Exhibits	Applicant Or Person That Swears Affidavit In A Judicial Review Case.	Name Address	N/A	Information Provided In Legal Case Files Provided To L&GU Relating To Judicial Review Cases	Other Department	Secured Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
National Inventory Of Architectural Heritage	Survey Database	Building Owners/Occupiers	Name Home Address Email Address	N/A	Contact Details Retained With Permission For Updates And Invitations To Events	Data Subject	Password Protected Database	Data Deleted Once Project Is Complete	N/A	N/A	Data Controller	N/A	N/A
National Inventory Of Architectural Heritage	Tax Relief Files	Building Owners/Occupiers	Name Home Address Email Address	N/A	Assessment under Section 482 of the Taxes Consolidation Act.	Data Subject	Locked Filing Cabinet, Secure Server	Application And Supporting Docs Associated With The Property Are Kept Indefinitely.	Office Of Public Works	Office Of Public Works Assesses The Suitability Of Historic Properties For The	Data Controller	N/A	N/A

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										Section 482			
<b>National Monuments Service</b>	Licensing Files. (Notification Records, Preservation Orders, Ownership Records, Licenced Reports,)	Applicants, Land Owner Details, Bodies Funding The Excavations, Conservator,	Name Address Phone Number Email Address	N/A	Administration & Issue Of Excavation, Detection And Dive Licences	Data Subject	Locked Filing Cabinet Secure Warehouse Storage	30 Years Then Review For National Archives	National Museum Of Ireland; Marine Survey Office	NMI and Marine Survey Office are Statutory Consultees	Data Controller	N/A	N/A
<b>National Monuments Service</b>	Section 14 National Monuments Act 1930 (as amended) Ministerial Consent Files.	Applicant, Land Owner Details,	Name Address Phone Number Email Address	N/A	Administration Of S14 Ministerial Consent Applications	Data Subject	Locked Filing Cabinet Secure Warehouse Storage	Indefinitely	National Museum Of Ireland;	NMI and Marine Survey Office are Statutory Consultees	Data Controller	N/A	N/A
<b>National Monuments Service</b>	Archaeological Survey Of Ireland	Land Owners	Name, Address, Phone Number	N/A	To Maintain A List Of Recorded Monuments In The State	Data Subject	Locked Filing Cabinet Secure Warehouse Storage	Indefinitely	N/A	N/A	Data Controller	N/A	N/A
<b>National Monuments Service</b>	"Activities" Database	Land Owners	Names, Address	N/A	To Maintain A List Of Recorded Monuments In The State	Data Subject	Secure Server	Indefinitely	N/A	N/A	Data Controller	N/A	N/A
<b>National Monuments Service</b>	"Therefore" Database	Land Owners	Names, Address	N/A	Maintains A List Of Licenses (And Directions Issued By The Minister) of Monuments In The State	Data Subject	Secure Server	Indefinitely	N/A	N/A	Data Controller	N/A	N/A
<b>National Monuments Service</b>	Special Collections- Topographic Files and Maps Relating To National Monuments	Land Owners	Names, Address	N/A	To Maintain A List Of Recorded Monuments In The State	Data Subject	Locked Filing Cabinet Secure Server	Indefinitely	N/A	N/A	Data Controller	N/A	N/A
<b>NPWS GIS Unit</b>	Land Registry Bulk Data Transfer	Names Addresses Of Property Title Owners Recorded In The Land Registry And The Spatial Extent Of Their Registered Land	Name Home Address	N/A	Various Legal Obligations Under Birds And Natural Habitats Regulations 2011, Wildlife Acts, - Registration Of Deeds And Titles Acts	Department Of Agriculture, Food And The Marine	Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Processor	N/A	N/A
<b>NPWS GIS Unit</b>	Land Parcel Identifications System (DAFM) Data	Names And Addresses Of Applicants To The Basic Payment Scheme In Department Of Agriculture, Food And The Marine	Name Home Address	N/A	Various Legal Obligations Under Birds And Natural Habitats Regulations 2011, Wildlife Acts,	Department Of Agriculture, Food And The Marine	Secure Server	7 Years	N/A	N/A	Data Processor	N/A	N/A

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Peatlands Management Unit	Peatlands Community Engagement Scheme	Applicants, Contractors & Tradesmen	Name, Home Address, Phone Number, Email Address,	N/A	Funding/Grant Scheme	Data Subject	Locked Filing Cabinets; Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Peatlands Management Unit	Land Purchase Compensation Scheme	Land Owners	Name Home Address Phone Number Email Address, Folios	N/A	Administration	Data Subject	Locked Filing Cabinets; Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Peatlands Management Unit	Land Exchange	Land Owners	Name Home Address Folios	N/A	Administration	Data Subject	Locked Filing Cabinets; Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Peatlands Management Unit	Peatlands Council Appeals	Applicants Of The Cessation Of Turf Cutting Compensations Scheme, Turf Contractors.	Name, Email Address Phone Number Turbary Agreement Maps	Health	To Process Peatland Council Appeals	Data Subject	Locked Filing Cabinets; Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Peatlands Management Unit	LIFE Project/Files	Land Owners, Contractors, Members Of Public , Life Staff	Name Email Address Bank Details Folios, CV's	N/A	Staff & Project Administration	Data Subject	Locked Filing Cabinets; Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Peatlands Management Unit	LIFE Land Acquisition	Land Owner	Name, Address Phone Number Folio Number Email Address, PPSN	N/A	Administration	Data Subject	Locked Filing Cabinets; Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Peatlands Management Unit	Peatland Restoration	Land Owner & Contractors	Name Email Address Folio Numbers	N/A	Contract With 3rd Party To Fulfil Restoration Requirements	State Body	Locked Filing Cabinets; Secure Server	30 Years Then Review For National Archives	Agents Acting On Behalf Of DCHG	Compliance With Legal Obligation/ Public Interest	Data Controller	United Kingdom	Secure Email/File Transfer
Peatlands Management Unit	Relocation Sites Records	Members Of The Public Applicants	Name Address Folio Phone Number	N/A	Administration	Data Subject	Locked Filing Cabinets; Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Peatlands Management Unit	Geographic Information System Property Registration Authority Data	Land Owners & Turbary Right Holders	Name Address Folio	N/A	Administration	State Body	Locked Filing Cabinets; Secure Server	7 Years	N/A	N/A	Data Controller	N/A	N/A
Scientific Unit	National Parks And Wildlife Service Farm Plan Contract	Farm Plan Participant	Name Date Of Birth PPSN Address, Email Bank Details Telephone Number	N/A	Contract With Third Party	Data Subject	Secure Server Locked Filing Cabinet	End Of Contract Plus Seven Years	Contractor (Farm Planner)	To Fulfil A Contract	Data Controller	N/A	N/A
Scientific Unit	Farm Plan Audits	Farm Plan Participant	Name PPSN Email Address Bank Details Telephone Number Tax Clearance Certificate	N/A	To Audit Farm Plan Contracts	Data Subject	Secure Shared Drive. Locked Filing Cabinets.	5 Years	Selected Farm Plan Auditor	To Audit Contract Delivery	Data Controller	N/A	N/A

Area	Name Of Record	Data Subjects	Categories Of Personal Data	Special Category Data	Purpose Of Processing	Source Of Data	General Description Of Technical And Org. Security Measures	Retention Period	Categories Of Recipients	Basis For Transfer	Role Of Dept. In Data Sharing	Third Countries/ Internat. Orgs That Personal Data Are Transferred To	Safeguards For Exceptional Transfers Of Personal Data To Third Countries Or International Organisations
Scientific Unit	License Applications	License Applicants	Name, Addresses, Phone Numbers	N/A	To Advise On Licensing Decision	Data Subject	Password-Protected Email Systems, Secure Server, Locked Filing Cabinet	Data Is Deleted Once Project Is Complete	N/A	N/A	Data Controller	N/A	N/A
Scientific Unit	Site Files (Special Areas Of Conservation, Special Protection Areas, National Heritage Areas)	Land Owners	Name Home Address Phone Number	N/A	To Identify Relevant Land Owners	Data Subject	Locked Filing Cabinets; Secure Shared Drives	3 Years	N/A	N/A	Data Controller	N/A	N/A
Site Protection + Bog Relocation Units	Cessation Of Turf Cutting Compensation Scheme Files	Applicants	Name Date Of Birth, PPSN Address, Email Address, Phone Number, Turf Deliveries and Payments	N/A	Grant Scheme	Data Subject	Locked Filing Cabinet, Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Site Protection + Bog Relocation Units	Q3 Document (Naming The Specific Owners Of Turbarry Rights When A Sale Is Agreed On) Or Equivalent From Lands Branch	Assignees Of Turbarry Rights	Name Address Details Of Turbarry Assigned Amount Paid For Turbarry	N/A	Grant Scheme	Data Subject	Locked Filing Cabinet, Secure Server	30 Years Then Review For National Archives	Dept. Of Agriculture, Food, And The Marine	Record whether Turbarry Has Been Transferred To Another Person	Data Controller	N/A	N/A
Site Protection + Bog Relocation Units	Applications For Activity Requiring Consent (ARC)	Applicant	Name Home Address Email Address	N/A	Consent To Carry Out An Activity On A Protected Site	Data Subject	Locked Filing Cabinet, Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Site Protection + Bog Relocation Units	Site Protection Unit Main Database and Finances Database	Applicant	Name CTCCS Ref Number Home Address Email Address. Payment Details Qualifying Criteria	N/A	Grant Scheme Or Land Purchase Scheme	Data Subject	Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Site Protection + Bog Relocation Units	Other Site Protection Matters Database (Including Reports Of Acts Of Vandalism)	Members Of The Public Or Various Organisations	Name, Address Details Of Applications For Consent, Email, Phone Number	N/A	Grant	Data Subject	Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Site Protection + Bog Relocation Units	Restoration Orders	Members Of The Public Or Various Organisations	Name, Address, Email, Phone Number	N/A	To Aid In Compliance With Legislation	Data Subject	Locked Filing Cabinet, Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Site Protection + Bog Relocation Units	Activity Requiring Consent (ARC) Appeals File	Contractors (Barrister/Solicitor), Applicant	Name , Address Company Email Phone	N/A	To Administer Appeals Procedure	Data Subject	Locked Filing Cabinet, Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A
Site Protection + Bog Relocation Units	Voluntary Bog Purchase Scheme (VBPS) File	Applicants To VBPS	Name , Address Phone Number PPSN , Details Of Land For Purchase	N/A	Land Purchase	Data Subject	Locked Filing Cabinet, Secure Server	30 Years Then Review For National Archives	N/A	N/A	Data Controller	N/A	N/A

Area	Name Of Record	Data Subjects	Categories Of Personal Data	Special Category Data	Purpose Of Processing	Source Of Data	General Description Of Technical And Org. Security Measures	Retention Period	Categories Of Recipients	Basis For Transfer	Role Of Dept. In Data Sharing	Third Countries/ Internat. Orgs That Personal Data Are Transferred To	Safeguards For Exceptional Transfers Of Personal Data To Third Countries Or International Organisations
The Living Bog Life Project	Land Ownership Data	Land Owners In The Vicinity Of Project Sites.	Name Home Address Phone Number	N/A	Notifying Adjacent Land Owners Regarding Project Activities	State Body	Encrypted Storage Locked Filing Cabinets.	For The Duration Of The Project Only	N/A	N/A	Data Controller	N/A	N/A
The Living Bog Life Project	Protected Raised Bog Restoration Incentive Scheme (PRBRIS) Data	Applicants To The Living Bog PRBRIS / Other Land Owners In The Vicinity Of Project Sites.	Name Date Of Birth PPSN Home Address Email Address Bank Details Phone Number	N/A	Administering The PRBRIS	Data Subject	Encrypted Storage Locked Filing Cabinets.	7 Years	N/A	N/A	Data Controller	N/A	N/A
The Living Bog Life Project	Stakeholder Contact Details	Stakeholders In The Vicinity Of The 12 Life Project Sites / Local Community Reps	Name Home Address Email Address Phone Number	N/A	Promoting The Life Project In The Relevant Local Communities	Data Subject	Encrypted Storage	For The Duration Of The Project Only	N/A	N/A	Data Controller	N/A	N/A
The Living Bog Life Project	Project Mailing List	Members Of The Public Who Have Expressed An Interest In Learning About The Project	Name Email Address	N/A	For The Purposes Of Promoting The Life Project	Data Subject	Encrypted Storage	For The Duration Of The Project Only	N/A	N/A	Data Controller	N/A	N/A
The Living Bog Life Project	Project Steering Group And Staff List	Members Of The Project Steering Group And Project Staff Team	Name Home Address Email Address Phone Number	N/A	For The Purposes Of Project Administration	Data Subject	Encrypted Storage	7 Years	N/A	N/A	Data Controller	N/A	N/A
Waterways Ireland & North South Cooperation	Requests For Disposals	Members of the Public	First name Surname Home address Email Address	N/A	DCHG To Approve Leases, Rights Of Way	State Body	Secure Server	7 years	N/A	Requires Departmental And / Or North South Ministerial Council Approval	Joint controller	Waterways Ireland	Secure Email/File Transfer