



Tailte
Éireann

Tailte Éireann

Privacy Notice

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1. Introduction

This is a statement of the practices of Tailte Éireann (TÉ) in connection with the processing of personal data and the steps taken by TÉ as a data controller to safeguard individuals' rights under data protection legislation, specifically the EU General Data Protection Regulation ("GDPR") and Data Protection Acts 1988-2018.

TÉ fully respects your right to privacy and actively seek to preserve the privacy rights of data subjects who share personal data with it. Any personal information which you provide to TÉ will be treated with the highest standards of security and confidentiality, in accordance with data protection legislation.

This Privacy Statement explains the following:

- How TÉ collects your personal data.
- The purpose and legal basis for processing your personal data.
- How TÉ securely stores your personal data.
- Details of third parties with whom TÉ shares personal data.
- How long TÉ retains your data.
- Cross-border / international data transfers (if any).
- Your rights under data protection legislation.

A glossary of terms can be seen at Appendix A. Further details of Data Subject Rights for Customers can be seen at Appendix B.

2. How TÉ collects your personal data

TÉ collects personal data to manage and deliver its services to you. This data may be collected directly from you by TÉ staff or from other systems under the control of TÉ.

3. Purpose and legal basis for processing personal data

The personal data TÉ collects from you will only be processed by TÉ for the specific and lawful purposes as outlined in this Privacy Statement. TÉ will ensure that your data is processed fairly and lawfully in keeping with the principles of data protection as set out under Article 5 GDPR.

In order for the use of personal data to be lawful, it should be processed on a legal basis as set out under Articles 6 and 9 of GDPR.

Specific information on the legal basis for processing your personal data will also be provided at the point of collection of personal data. These may include:

- Where the processing of personal data is a statutory function of T   as a public authority. The statutory functions are set out in the [Tailte   ireann Act 2022](#) and other, functional legislation as set out in the Act, including the [Valuation Act, 2001](#), the [Registration of Title Act, 1964](#), the [Registration of Deeds and Title Act 2006](#) and the [Ordnance Survey Ireland Act, 2001](#).
- Where T   is required to process personal data by law or for complying with employment law.
- Where the processing of personal data is necessary for the formation of a contract with you.
- Where the processing of personal data is not related to the official functions of T  , it may sometimes process personal data based on legitimate interests e.g., for the administration of events, purchases and the use of its services.
- Generally, when processing special categories of personal data, T   will seek explicit consent for the processing of data except where another condition applies e.g. legal requirements.

T   has compiled processing records, in accordance with Article 30 GDPR requirements. If you require further detail, please contact dataprotection@tailte.ie.

4. How T   securely stores your personal data

Personal data will be stored confidentially and securely as required by T  . T   is committed to ensuring that the processing of your data is safeguarded by appropriate technical and organisational security measures relevant to the processing in accordance with Article 32 GDPR requirements.

When T   stores your personal data on its systems, the data will be stored either on T   premises, or on secure IT platforms within the European Economic Area ("EEA") or external of the EEA which are subject to Chapter V GDPR requirements.

5. Details of third parties with whom T   shares personal data

T   will only share your data with third parties where necessary for the purposes of processing outlined in this Privacy Notice. In accordance with Article 28 GDPR, when T   shares your data with third parties, it will ensure that the data is processed according to specific instructions and that the same standards of confidentiality and security are maintained.

When T   shares your data with the third parties, T   will endeavour to share only the data that is needed, to ensure that the data is only processed according to our specific instructions and that the same standards of confidentiality and security are maintained. Once the processing of the data is complete any third parties with whom data was shared will be required to return the data to T   save where they are required to retain it by law.

6. How long TÉ retains your data

TÉ will store your data for the duration of processing and as required by law and in line with its records management policies.

7. Cross-border / international data transfers (if any)

While a majority of TÉ's data processors are based in the EU/EEA, in some, limited cases, the data processor for certain purposes may be based outside of the EU/EEA. In all such instances, TÉ will ensure to carry out all necessary due diligence checks and put in place appropriate contractual obligations as published by the European Commission. For all cross-border data transfers, a comprehensive "Data Transfer Impact Assessment" will be carried out prior to processing, to assess if the country where data is being imported will afford the same level of protection as within the EU. Appropriate safeguards as per Article 46 of the GDPR will be put in place for such transfers.

8. Your rights under data protection law

You have the following rights over the way TÉ processes your personal data. For further information please see the TÉ customer data subjects' rights policy.

8.1 Right of Access

You have the right to request a copy of the personal data which is processed by TÉ and to exercise that right easily and at reasonable intervals. Further information is available in the [TÉ SAR Policy](#).

Under Article 15 of the GDPR, individuals have the right to access their personal data that is under the control of TÉ. Responses to access requests will be issued within 30 days unless an extension is required.

To access your personal data:

1. Complete the Data Subject Access Request Form. Please give as much information as possible about the data you wish to access.
2. Include photo ID and proof of address as described on the form with your application.
3. Send the form to Tailte Éireann Data Protection Officer at dataprotection@tailte.ie

8.2 Consent

You have the right to withdraw your consent to TÉ processing your personal data at any time when consent is the legal basis for the processing. It is advised that such requests are made to TÉ in writing.

8.3 Rectification

You have the right to request that inaccuracies in personal data that TÉ holds about you are rectified.

8.4 Erasure

You have the right to have your personal data deleted where TÉ no longer has any justification for retaining it.

8.5 Object

You have the right to object to processing your personal data if:

- TÉ has processed your data based on a legitimate interest or for the exercise of the public tasks of Tailte Éireann and if you believe the processing to be disproportionate or unfair to you.
- The personal data was processed for the purposes of direct marketing or profiling related to direct marketing.

8.6 Restriction

You have the right to request to restrict the processing of your personal data if:

- You are contesting the accuracy of the personal data.
- The personal data was processed unlawfully.
- You need to prevent the erasure of the personal data in order to comply with legal obligations.
- You have objected to the processing of the personal data and wish to restrict the processing until a legal basis for continued processing has been verified.

8.7 Portability

Where it is technically feasible, you have the right to have a readily accessible machine-readable copy of your data transferred or moved to another data controller where TÉ is processing your data based on your consent and if that processing is carried out by automated means.

8.8 Right to be notified

Users have the right to be notified if their data was:

- Used in a manner they did not agree to.
- If their data was subjected to a GDPR breach.
- If their data is being used for purposes of profiling them (them specifically in an identifiable manner as opposed to anonymised and used for generic profile reporting).

8.9 Automated individual decision-making, including profiling

You have the right not to be subject to a decision based solely on automated processing, including profiling which produces legal effects concerning you or significantly affects you. Applications for registration submitted to TÉ are not subject to automated processing.

9. Cookies

TÉ uses information gathered from cookies to help improve your experience of its websites. Some cookies are essential so users can move around the websites and use their features. TÉ's websites may also contain third party cookies. You can refuse or consent to third party cookies when you first visit TÉ websites. Details of cookies used are set out in the cookies policies on TÉ's websites.

Where appropriate, you may choose to refuse the use of cookies by selecting the appropriate settings on your browser. However, this may reduce the ability to utilise the full functionality of certain websites.

TÉ currently operates the following websites and hubs:

- Tailte Éireann main website tailte.ie
- GeoSpatial Data Hub (and sub-sites) geohive.ie
- Land Registry landdirect.ie
- Registration eregistration.ie
- Valuation Office map app maps.tailte.ie
- Valuation help desk helpdesk.tailte.ie
- Valuation valuationportal-blue.tailte.ie
- Valuation Occupier portal occupierportal.tailte.ie

10. Further information

If you have any queries relating to the processing of your personal data for the purposes outlined above, you can contact the Tailte Éireann Data Protection Unit at dataprotection@tailte.ie.

If you are not satisfied with the information TÉ has provided to you in relation to the processing of your personal data or you are dissatisfied with how TÉ is processing your data, you can make a complaint to the [Data Protection Commissioner](#). Their contact details are Data Protection Commission, 6 Pembroke Row, Dublin 2, D02 X963, or by phone on 01 765 0100 / 1800 437 737.

Appendix A – Glossary of Terms

Data is information in a form which can be processed. It includes both automated or electronic data (any information on computer or information recorded with the intention of putting it on computer) and manual data (information that is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system).

Data Access Request is a request made in writing to a Data Controller of an organisation by a Data Subject for the disclosure of their personal data pursuant to Section 4 of the Data Protection Acts and Article 15 of the GDPR.

Data Controller is a person who, either alone or with others, controls the content and use of personal data.

Data Processing is the performing of any operation or set of operations on data, including:

- a) Obtaining, recording, or keeping data.
- b) Collecting, organising, storing, altering, or adapting the data.
- c) Retrieving, consulting, or using the data.
- d) Disclosing the information or data by transmitting, disseminating, or otherwise making it available.
- e) Aligning, combining, blocking, erasing, or destroying the data.

Data Processor is a person who processes personal data on behalf of a data controller. However, this does not include an employee of a data controller who processes such data in the course of his/her employment. For example, this might mean an employee of an organisation to which the data controller out-sources work. The Acts place responsibilities on such entities in relation to their processing of the data.

Data Protection Acts – the Data Protection Acts 1988 – 2018 confer rights on individuals as well as responsibilities on those persons handling, processing, managing, and controlling personal data. All staff must comply with the provisions of the Data Protection Acts when collecting and storing personal information. This applies to personal information relating both to employees of the Tailte Éireann and individuals who interact with the Office.

Data Subject is the person who is the subject of the Personal Data. Only a Data Subject is entitled to make a Data Access Request. One exception is where another person is mandated to act on behalf of the Data Subject.

General Data Protection Regulation provides for the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repeals Directive 95/46/EC. It is contained in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.

Manual Data is information that is retained as part of a relevant filing system, or with the intention that it should form part of a relevant filing system.

Personal Data is data relating to a living individual who is or can be identified either from the data or the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller. This can be a very wide definition, depending on the circumstances.

Relevant Filing System is any set of information that is structured or organised by name, PPSN (if applicable in an organisation), payroll number, employee number or date of birth or any other unique identifier would all be considered relevant.

Sensitive Personal Data relates to specific categories of data which are defined as data relating to a person's racial origin; political opinions or religious or other beliefs, physical or mental health; sexual life; criminal convictions or the alleged commission of an offence; trade union membership.

Appendix B – Rights of Data Subjects (Customers)

As a public body, Tailte Éireann (TÉ) collects personal data of customers only for the purposes of fulfilling its statutory and legitimate business functions.

The GDPR requires organisations to be transparent about how they process individuals' data and ensure that the processing has a legal basis.

TÉ is committed to Data Protection and the safeguarding of the rights of all individuals to privacy and integrity in relation to the processing of their personal data.

Your rights are enforced through Articles 13–22 of the GDPR which are set out below.

Articles 13 & 14: Information to be provided where personal data are collected/not collected from the data subject

You have the right to be informed that your personal data is collected and processed, and to what extent this is done. You also have the right to be made aware of your rights, as this document sets out. TÉ is committed to upholding this principle of transparency.

Article 15: Right of access by the data subject

You have the right to access the data that TÉ holds on you. To do so, an application form should be submitted along with proof of identity (ID) and address so that it may be authenticated. Please see TÉ's [Subject Access Request Note & Form](#) for further details.

Article 16: Right to rectification

TÉ makes every effort to ensure that your personal data is accurate and up to date. However, if you think that your personal data is not accurate or relevant, you can contact TÉ's [Data Protection Unit](#).

You should set out clearly the personal data involved and the reasons why you consider it to be inaccurate. TÉ will either amend the data without undue delay or explain to you why it will not do so.

Article 17: Right to erasure (right to be forgotten)

You have the right, in certain circumstances, to have your data erased or no longer processed. However, this right cannot interfere with the statutory functions of TÉ.

Should you wish to have your data erased, please email the [Data Protection Unit](#) and your request will be considered. Please set out clearly the personal data involved and the reasons why you consider that the data should be erased. TÉ will either grant the request without undue delay or explain to you why it will not do so.

Article 18: Right to restriction of processing

In certain circumstances you have the right to request that we restrict processing of your personal data. However, this right cannot interfere with the statutory functions of TÉ.

You may apply either in writing or by email to the Data Protection Unit so that your request may be considered. You should clearly set out the personal data involved and the reasons why you consider processing should be restricted. TÉ will either grant your request without undue delay or explain to you why it will not do so.

Article 19: Notification obligation regarding rectification or erasure of personal data or restriction of processing

Such information is subject to change as the records T   holds are dynamic and constantly changing.

Where feasible, changes including rectification, erasure of personal data or restriction of processing will be notified to the relevant parties.

Article 20: Right to data portability

You have the right to data portability unless it applies to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Article 21: Right to object

You have the right to object to certain processing, unless the processing is carried out for the performance of a task undertaken for reasons of public interest or in the exercise of official authority vested in the controller. Where such an objection is received, T   will assess each case on its merits.

You also have the right to object to direct marketing. On occasion, T   has reason to communicate with its customers via email. Such emails are only issued to customers who have actively opted in to receive them and who may at any time choose to opt out.

Email addresses of subscribers are not used for any other purpose and are not shared with third parties.

Article 22: Automated individual decision-making, including profiling

You have the right not to be subject to a decision based solely on automated processing, including profiling which produces legal effects concerning you or significantly affects you.

Applications for registration submitted to T   are not subject to automated processing.

Right to complain to the DPC

The DPC may be contacted in relation to all matters concerning data protection should you have any concerns. Their contact details are Data Protection Commission, 6 Pembroke Row, Dublin 2 or by phone on 01 765 0100 / 1800 437 737.

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