



An Roinn Dlí agus Cirt  
Department of Justice

## Privacy Notice for Correspondence Received

### Privacy Notice

#### *Introduction*

1. The Department of Justice (DOJ) is the data controller for any personal data you submit by letter or email addressed to the Minister or the Department.
2. When you write the Minister, the Minister of State or the Secretary General, or when you contact the Department's Transparency team, including at [info@justice.ie](mailto:info@justice.ie), the data you provide is processed by the Transparency team of the DOJ in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The data controller for the information you provide is the DOJ and the data controller's contact details are:

Transparency  
Department of Justice,  
51 St Stephen's Green, Dublin 2, D02 HK52

3. When you correspond with us – for example, if you email or write to us in the course of making enquiries or complaints etc. - we will process your personal data as provided to us.
4. Depending on the content of your correspondence and the information provided to us, types of personal data processed may include: name, address, eircode, email address, telephone number, PPS number, nationality, date of birth, gender, photo identification, medical card details, bank details and health data or other types of special category data.

### ***How will your personal data be used?***

5. We may use the personal data you provide for the following purpose(s):
  - a. Examining and analysing your correspondence;
  - b. Finding out information to assist in answering your correspondence;
  - c. If applicable, verifying your identity; and
  - d. Addressing any queries, suggestions, issues or concerns posed and responding to your correspondence as appropriate.

### ***Legal Basis for processing your Personal Data***

6. Depending on your correspondence and the particular matters or queries raised, our legal basis for collecting and processing this data is as follows:
  - a. To fulfil the function of the Minister for Justice as designated in the Ministers and Secretaries Act 1924 (as amended);
  - b. GDPR Article 6(1)(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in a controller; and/or
  - c. Section 40 of the Data Protection Act 2018 – processing of personal data and special category data by elected representatives.

### ***Security of Personal Data***

7. The personal data provided will be stored securely on DoJ IT servers.

### ***Sharing of Personal Data***

8. We may need to share your data with relevant third parties such as other Government Departments or Agencies, or DOJ Agencies or bodies, as necessary in order to respond to your correspondence and progress the matter for you.
9. If your correspondence is more appropriate to another body/organisation, it will be forwarded to that Department or Agency for a response.

### ***Further processing of your Personal Data***

10. Where it is necessary and proportionate to do so, in accordance with the Data

Protection Act 2018 and the GDPR, further personal data may be requested or received from/provided to other Public Authorities/competent authorities<sup>1</sup>/ international organisations for the purpose of

- a. Processing for a purpose other than purpose for which data collected (S.41 of the Data Protection Act 2018)

11. We may also process your personal data for research or statistical purposes as allowed under the Data Protection Act 2018 and the GDPR.

### **Contact for Queries**

12. The contact for any queries is [info@justice.ie](mailto:info@justice.ie).

### **How long will Personal Data be retained?**

13. This data will be stored in accordance with the requirements of the National Archives Act 1986.

### **How to Request a copy of your Personal Data**

14. You can request a copy of your personal data by completing a Subject Access Request (SAR) form, available:

- at [http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection) or
- from the Data Protection Support and Compliance Office (DPSCO) at the address below.

Forward the completed form by email to [subjectaccessrequests@justice.ie](mailto:subjectaccessrequests@justice.ie) or by post to the DoJ Data Protection Officer at the address below. You will be required to

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<sup>1</sup> A competent authority means:

- A public authority competent for the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties in the State, including the safeguarding against, and the prevention of, threats to public security, or
- Any other body or entity authorised by law to exercise public authority and public powers for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties in the State, including the safeguarding against, and the prevention of, threats to public security.

verify your identity before the data can be forwarded to you. The time limit for responding to a SAR commences once your identity has been verified.

### ***Your Rights in relation to your Personal Data***

15. You have the right to rectify any inaccuracies in your data. To do this you should write to the Transparency team at [info@justice.ie](mailto:info@justice.ie) documenting the inaccuracies which need to be rectified. The right to rectification is not absolute and each request will be considered on its own merits.
16. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on the processing of your data as well as the right to object to the processing of your data. To do this you should write to the Business Unit as set out above. The right to erasure, restriction or objection is not absolute and each request will be considered on its own merits.
17. You have the right to lodge a complaint with the Data Protection Commission (DPC). You can contact the DPC by webforms on their website [www.dataprotection.ie](http://www.dataprotection.ie) or by post to:

21 Fitzwilliam Square South  
Dublin 2  
D02 RD28

18. Further details in relation to your data protection rights can be found in the Department of Justice Data Protection Policy available at:
  - [http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection)

### ***Contact the DPO***

19. You can contact the Data Protection Officer (DPO) for the Department of Justice by post at:

The Data Protection Officer,  
Department of Justice,  
51 St. Stephen's Green,  
Dublin 2, D02 HK52.

Or by email at [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie).