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| **DPER Single Pension Scheme Databank** | **Banc Sonraí Scéim Aonair DPER** |
| Privacy Notice – July 2021 | Nóta Príobháideachais - Iúil 2021 |
| Introduction | Réamhrá |
| This notice applies to all members and other beneficiaries of the Single Public Service Pension Scheme (“**Single Scheme**”) whose personal data is stored in the Single Scheme Databank (“**Databank**”). It has been prepared in accordance with the European Union’s General Data Protection Regulation (GDPR) that came into effect on 25 May 2018. | Baineann an fógra seo le gach ball agus tairbhí eile den Scéim Pinsin Seirbhíse Poiblí Aonair (**“Scéim Aonair”**) a bhfuil na sonraí pearsanta a bhaineann leo stóráilte i mBanc Sonraí na Scéime Aonair (**“Banc Sonraí”**). Ullmhaíodh é de réir Rialacháin Ghinearálta an Aontais Eorpaigh um Chosaint Sonraí (RGCS) a tháinig i bhfeidhm an 25 Bealtaine 2018. |
| Everyone has rights with regard to how their personal data is handled. We are committed to complying with our obligations to ensure that we treat your data in an appropriate and lawful manner. | Tá cearta ag gach duine maidir leis an gcaoi a láimhseáiltear a gcuid sonraí pearsanta. Táimid tiomanta dár ndualgais a chomhlíonadh chun a chinntiú go gcaithfimid le do shonraí ar bhealach cuí agus dleathach. |
| This notice explains why and how personal data within the Databank is obtained, maintained and processed by the Department of Public Expenditure & Reform on behalf of the Minister for Public Expenditure & Reform. | Mínítear leis an bhfógra seo an fáth agus an dóigh a bhfaigheann, a gcothaíonn agus a bpróiseálann an Roinn Caiteachais Phoiblí agus Athchóirithe sonraí pearsanta laistigh den Bhanc Sonraí thar ceann an Aire Caiteachais Phoiblí & Athchóirithe. |
| We want you to be clear on: | Ba mhaith linn sibh a bheith soiléir faoi: |
| 1. Who we are  2. When and how we collect information about you  3. The information we collect about you  4. How we use your information  5. Who we share your information with  6. How we securely hold your information  7. How long we hold your information  8. The legal basis for collecting and processing your information  9. Processing your information outside the EEA  10. How to exercise your information rights  11. How to contact our Data Protection Officer  12. Changes to this notice | 1. Cé muid  2. An uair agus an dóigh a mbailímid faisnéis fút  3. An fhaisnéis a bhailímid fút  4. An dóigh a n-úsáidimid do shonraí  5. Cé leis a roinnimid an fhaisnéis fút  6. An dóigh a gcoinnímid do shonraí go sábháilte  7. An fad a choinnímid an fhaisnéis fút  8. An bonn dleathúil atá leis an fhaisnéis fút a bhailiú agus a phróiseáil  9. D’fháisnéis a phróiseáil lasmuigh den LEE  10. An dóigh le do chearta maidir le faisnéis a chur i bhfeidhm  11. An dóigh le teagmháil a dhéanamh lenár nOifigeach um Chosaint Sonraí  12. Athruithe leis an bhfógra seo |
| If you have any questions about how your information is gathered, stored, shared or used, in the first instance, please contact your local Data Protection Officer, who will advise you of your rights as they pertain to the Single Scheme Databank. | Má tá aon cheist agat faoin dóigh a mbailítear, a stóráiltear, a roinntear nó a n-úsáidtear do chuid faisnéise, ar an gcéad dul síos, déan teagmháil le d’Oifigeach um Chosaint Sonraí áitiúil, a chuirfidh in iúl duit faoi do chearta mar a bhaineann siad leis an mBanc Sonraí Scéim Aonair. |
| 1. Who we are  The Single Scheme Databank is managed by the Department of Public Expenditure & Reform on behalf of the Minister for Public Expenditure & Reform. Throughout this notice, *“we”*, *“us”*, *“our”* and *“Department”* refer to the Department of Public Expenditure & Reform.  The Minister for Public Expenditure & Reform (*“Minister”*) is the Data Controller for the Single Scheme Databank.  The correspondence address for the Department and the Minister is: Department of Public Expenditure & Reform, Government Buildings, Upper Merrion Street, Dublin 2. | 1. Cé muid  Déanann an Roinn Caiteachais Phoiblí agus Athchóirithe an Banc Sonraí Scéim Aonair a bhainistiú thar ceann an An Aire Caiteachais Phoiblí agus Athchóirithe. San fhógra seo go léir, tagraíonn*“muid”, “sinn”,* *“ár”* agus *“Roinn”* don Roinn Caiteachais Phoiblí agus Athchóirithe.  Déanann an Roinn Caiteachais Phoiblí agus Athchóirithe an Banc Sonraí Scéim Aonair a bhainistiú thar ceann an An Aire Caiteachais Phoiblí agus Athchóirithe.  Is é seo an seoladh le haghaidh comhfhreagrais leis an Roinn agus leis an Aire: An Roinn Caiteachais Phoiblí agus Athchóirithe, Tithe an Rialtais, Sráid Mhuirfean Uachtar, Baile Átha Cliath 2. |
| 2. When and how we collect information about you  We receive most of the information associated with your membership of the Single Scheme from your public service employer (whether former or current). Your public service employer is required to make secure electronic submissions to the Databank through a secure portal, at least annually, to provide update on its Single Scheme members. | 2. An uair agus an dóigh a mbailímid faisnéis fút  Faighimid an chuid is mó den fhaisnéis a bhaineann le do bhallraíocht sa Scéim Aonair ó d’fhostóir seirbhíse poiblí (cibé acu roimhe seo nó faoi láthair). Ceanglaítear ar d’fhostóir seirbhíse poiblí aighneachtaí leictreonacha sábháilte a dhéanamh chuig an mBanc Sonraí trí thairseach slán, uair sa bhliain ar a laghad, chun nuashonrú a sholáthar ar a na baill atá aige sa Scéim Aonair. |
| 3. The information we collect about you  We collect pension scheme membership information on members, or the beneficiaries of members, that the Minister considers necessary for the overall management and effective administration of the Single Scheme. This information may include some or all of the following categories of data: | 3. An fhaisnéis a bhailímid fút  Bailímid faisnéis faoi bhallraíocht na scéime pinsin ar bhaill, nó ar thairbhithe na mball, a mheasann an tAire a bheith riachtanach chun an Scéim Aonair a bhainistiú agus a riar go héifeachtach. D’fhéadfadh cuid de na catagóirí sonraí seo a leanas, nó iad uile, a bheith san fhaisnéis seo: |
| **Personal Details of Single Scheme Member or Beneficiary**  •Name including, if applicable, details of maiden name  • Date of Birth  • Personal Public Service Number  • PRSI contribution class  • Gender  Civil Status  • Confirmation if there is a Pensions Adjustment Order granted by Family Law Courts against a member’s benefits  • Date of Death | **Sonraí Pearsanta Baill nó Tairbhí na Scéime Aonair**  •Ainm agus, más infheidhme, sonraí sloinne roimh phósadh  • Dáta Breithe  • Uimhir Phearsanta Seirbhíse Poiblí  • Cineál Ranníocaíochta ÁSPC  • Inscne  Stádas Sibhialta  • Deimhniú má tá Ordú Coigeartaithe Pinsean arna dheonú ag na Cúirteanna Dlí Teaghlaigh i gcoinne shochair chomhalta  • Dáta Báis |
| **Summary Public Service Employment Information**  • Identity of member’s public service employer where Single Scheme benefits were earned  • Start and end dates of member’s pensionable employment with each public service employer since 2013  • Scheme membership category of member for each period of public service employment  • Normal retirement date of member under each public service employment  • The PAYE tax registration number for your Single Scheme employer or their payroll provider  • Summary details of pensionable remuneration paid by a Single Scheme employer to a member during each period of public service employment | **Achoimre ar Fhaisnéis Fostaíochta na Seirbhíse Poiblí**  • Céannacht an fhostóra seirbhíse poiblí ag an mball sa chás inar gnóthaíodh sochair ón Scéim Aonair  • Dátaí tosaithe agus deiridh fostaíochta inphinsin na mball le gach fostóir seirbhíse poiblí ó 2013 i leith  • Catagóir bhallraíochta scéime ag ball do gach tréimhse fostaíochta sa tseirbhís phoiblí  • Gnáthdháta scoir baill de réir gach fostaíochta sa tseirbhís phoiblí  • Uimhir chláraithe cánach ÍMAT d’fhostóra sa Scéim Aonair nó a sholáthraí párolla  • Mionsonraí achoimre ar luach saothair inphinsin a d’íoc fostóir sa Scéim Aonair le ball le linn gach tréimhse fostaíochta sa tseirbhís phoiblí |
| **Summary Information on purchased Single Scheme Retirement Benefits**  • Information associated with a purchase or transfer of retirement benefits including details of  − method of purchase (e.g. purchase by actual purchase or transfer of benefits)  − cost of the purchase  − corresponding benefits (referable amounts) purchased by actual purchase or transfer  − refund of purchased benefits in certain circumstances | **Faisnéis Achoimre ar Shochair Scoir ceannaithe sa Scéim Aonair**  • Faisnéis a bhaineann le ceannach nó aistriú sochar scoir lena n-áirítear sonraí maidir le  − modh ceannaigh (m.sh. ceannach trí fhíorcheannach nó trí aistriú sochar)  − costas an cheannaigh  − sochair chomhfhreagracha (méideanna inchurtha) a ceannaíodh trí fhíorcheannach nó trí aistriú  - aisíoc sochair cheannaithe i gcúinsí faoi leith |
| Special categories of personal data  We must specifically inform you if any of the data that we collect is considered to be a special category of personal data. Where such data is collected, it requires additional safeguards for processing. In the table below, we list the special categories of data identified under GDPR and inform you if we are collecting such personal data in the Single Scheme Databank: | Catagóirí faoi leith sonraí pearsanta  Ní mór dúinn tú a chur ar an eolas go sonrach má mheastar gur catagóir faoi leith sonraí pearsanta iad aon chuid de na sonraí a bhailímid. I gcás ina mbailítear sonraí den sórt sin, bíonn cosaintí breise ag teastáil lena bpróiseáil. Sa tábla thíos, déanaimid na catagóirí speisialta sonraí a shainaithnítear faoin GDPR a liostú agus cuirimid in iúl duit má tá sonraí pearsanta den sórt sin á mbailiú againn sa Bhanc Sonraí Scéim Aonair: |
| Biometric data  **No** – We do not process any biometric data | Sonraí bithmhéadracha  **Ní hea** – Ní dhéanaimid aon sonraí bithmhéadracha a phróiseáil |
| Genetic data  **No** – We do not process any genetic data | Sonraí géiniteacha  **Ní hea** – Ní dhéanaimid aon sonraí géiniteacha a phróiseáil |
| Health data  **Yes (indirectly)** – In circumstances where a member retires early on the grounds of ill-health, the retirement will be recorded by an employer on the Databank as an Ill-Health Retirement Claim. However, in such an event, the nature of the illness or disability giving rise to the retirement will **not** be disclosed to us by the member’s employer. | Sonraí sláinte  **Sea (go hindíreach)** – I gcásanna ina dtéann ball ar scor mar gheall ar thinneas, déanfaidh fostóir ar an mBanc Sonraí an scor a thaifeadadh mar Éileamh Scoir de bharr Drochshláinte. I gcás den chineál sin, áfach, **ní** nochtfaidh fostóir an bhaill dúinn nádúr an tinnis nó an mhíchumais is cúis leis an scor. |
| Political opinions  **No – We do not process data on political opinions** | Tuairimí Polaitiúla  **Ní hea – Ní dhéanaimid aon tuairimí polaitiúla a phróiseáil** |
| Racial or ethnic origin  **No – We do not process data on racial or ethnic origin** | Bunús ciníoch nó eitneach  **Ní hea – Ní dhéanaimid aon sonraí ar bhunús ciníoch nó eitneach a phróiseáil** |
| Religious or philosophical beliefs  **No** – We do not process data on religious or philosophical beliefs | Tuairimí creidimh nó fealsúnachta  **Ní hea** – Ní dhéanaimid sonraí ar thuairimí creidimh nó fealsúnachta a phróiseáil |
| Sexual orientation  **Yes (indirectly)** – We will process data regarding the legal Civil Status of a member or beneficiary to assist with an actuarial assessment of current and future Scheme liabilities. In doing so, it may be possible to indirectly infer information related to sexual orientation. | Claonadh gnéis  **Is ea (go hindíreach)** – Déanfaimid sonraí a phróiseáil maidir le Stádas Sibhialta dlíthiúil ball nó tairbhí chun cabhrú le measúnú achtúireach a dhéanamh ar dhliteanais na Scéime reatha agus na Scéime amach anseo. Agus é sin á dhéanamh againn, is féidir go ndéanfar faisnéis a bhaineann le claonadh gnéis a chur in iúl go indíreach. |
| Trade union membership  **No** – We do not process data related to trade union membership | Ballraíocht i gCeardchumann  **Ní hea** – Ní dhéanaimid sonraí a phróiseáil a bhaineann le ballraíocht i gceardchumann |
| 4. How we use your information  Your information, and similar information in respect of all other members and beneficiaries of the Single Scheme, will form part of the dedicated Single Scheme Databank that has been established centrally by the Minister for the purpose of: | 4. An dóigh a n-úsáidimid do shonraí  Beidh an fhaisnéis fút, agus faisnéis den chineál céannna maidir le baill agus tairbhí uile na Scéime Aonair, mar chuid den Bhanc Sonraí Scéime Aonair tiomnaithe atá bunaithe go lárnach ag an Aire chun críche: |
| • ensuring that membership data for all Scheme members is appropriately safeguarded, in a common format, against loss;  • improving overall Single Scheme implementation and administration across the public service by allowing a 360 degree view of a member and driving consistent application of Scheme Rules, particularly for part-time members working in more than one public service employment;  • enabling more effective actuarial assessments of the Scheme’s liabilities;  • enhancing public service pensions policy development and analysis;  • ensuring that the Minister has the necessary information to fulfil all of his statutory obligations in relation to the Single Scheme including, for example, under the Pensions Act 1990, the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and the Ministers and Secretaries (Amendment) Act 2011;  • facilitating improved collection of data for statutory returns to, or complying with other information requests from, regulatory bodies including, for example, the Pensions Authority and the Financial Services & Pensions Ombudsman. | • a chinntiú go ndéantar sonraí ballraíochta do bhaill uile na Scéime a chosaint go cuí, i bhformáid choiteann, ar chaillteanas;  • feabhas a chur ar fhorfheidhmiú agus riarachán na Scéime Aonair sa tseirbhís phoiblí go léir trí radharc 360 céim a cheadú ar bhall agus feidhmiú comhsheasmhach Rialacha na Scéime a chur chun cinn, go háirithe do bhaill páirtaimseartha atá ag obair i níos mó ná fostaíocht amháin sa tseirbhís phoiblí;  • measúnuithe achtúireacha níos éifeachtaí ar dhliteanais na Scéime a chumasú;  • forbairt agus anailís ar bheartas pinsean na seirbhíse poiblí a fheabhsú;  • a chinntiú go bhfuil an fhaisnéis riachtanach ag an Aire chun a oibleagáidí reachtúla go léir a chomhlíonadh maidir leis an Scéim Aonair lena n-áirítear, mar shampla, de réir Acht na bPinsean 1990, Acht na bPinsean Seirbhíse Poiblí (Scéim Aonair agus Forálacha Eile) 2012 agus de réir an Achta um Airí agus Rúnaithe (Leasú) 2011;  • bailiú sonraí a éascú le haghaidh tuairisceáin reachtúla chuig, nó iarratais eile faisnéise eile a shásamh ó chomhlachtaí rialála lena n-áirítear, mar shampla, an tÚdarás Pinsean agus an tOmbudsman um Sheirbhísí Airgeadais & Pinsin. |
| We must specifically inform you that your personal information will **not** be subject to any form of automated decision making, including profiling, that may produce legal or other significant effects on you. | Ní mór dúinn a chur in iúl duit go sonrach nach mbeidh d’fhaisnéis phearsanta faoi réir aon chineál cinnteoireachta uathoibrithe, lena n-áirítear próifíliú, a d’fhéadfadh tionchair dlíthiúil ná aon tionchar suntasach eile a bheith mar thoradh air duit. |
| 5. Who we share your information with  We will only share your information where we are satisfied that a sound legal basis for sharing exists and where we are further satisfied that there are appropriate safeguards in place to protect your information. | 5. Cé leis a roinnimid an fhaisnéis fút  Ní dhéanfaimid do chuid faisnéise a roinnt ach amháin sa chás go bhfuilimid sásta go bhfuil bunús maith dlí leis an bhfaisnéis a roinnt agus sa chás go bhfuilimid sásta freisin go bhfuil cosaintí cuí i bhfeidhm chun do chuid faisnéise a chosaint. |
| To recipients **external** to the Department | Le faighteoirí **nach mbaineann** leis an Roinn |
| We may share your information with:  • you or your authorised advisors, in response to a request for access to your personal data including in the event of a legal dispute;  • your public service employer (current or former), or their agents, to assist with the administration of your Single Scheme entitlements;  • your public service employer (current or former), or their agents, in the event of a legal dispute;  • statutory and regulatory bodies including, for example, the Pensions Authority, the Financial Services & Pensions Ombudsman, the Data Protection Commission, the Revenue Commissioners, the Courts Service and An Garda Síochána;  • our external legal advisors in the defence of a legal claim or dispute.  • the National Archives, in due course, in accordance with our obligations under the National Archives Act, 1986; | Is féidir go ndéanfaimid an fhaisnéis fút a roinnt:  • leatsa nó le do chomhairleoirí údaraithe, mar fhreagra ar iarratas ar rochtain ar do shonraí pearsanta lena n-áirítear i gcás díospóide dlí;  • le d’fhostóir seirbhíse poiblí (fostóir reatha nó iarfhostóir), nó a ngníomhairí, chun cabhrú le riaradh do theidlíochtaí sa Scéim Aonair;  • le d’fhostóir seirbhíse poiblí (fostóir reatha nó iarfhostóir), nó a ngníomhairí, i gcás díospóide dlí;  • le comhlachtaí reachtúla agus rialála lena n-áirítear, mar shampla, an tÚdarás Pinsean, an tOmbudsman um Sheirbhísí Airgeadais & Pinsin, an Coimisiún um Chosaint Sonraí, na Coimisinéirí Ioncaim, an tSeirbhís Chúirteanna agus An Garda Síochána;  • lenár gcomhairleoirí dlí seachtracha chun éileamh dlíthiúil nó díospóid a chosaint.  • an Chartlann Náisiúnta, in am trátha, de réir ár n-oibleagáidí faoin Acht um Chartlann Náisiúnta, 1986; |
| To recipients **internal** to the Department  We may share your information with:  • authorised officers directly involved in the management or administration of the Single Scheme  • our internal legal advisors in the defence of a legal claim or dispute involving us or your public service employer  Subject to appropriate anonymisation or pseudonymisation of your data, your information may be also be disclosed to other authorised officers within the Department:  • to carry out actuarial calculations in respect of public service pension schemes or public expenditure;  • as part of HR workforce planning assessments regarding the current and future staffing requirements of public service bodies;  • to develop, or review the effectiveness or potential implications of, a policy or potential policy of Government;  • in the performance of a function conferred on or transferred to the Minister under the Ministers and Secretaries (Amendment) Act 2011 including the setting of public expenditure ceilings as part of the Government’s Exchequer estimates process. | Le faighteoirí **a bhaineann** leis an Roinn  Is féidir go ndéanfaimid an fhaisnéis fút a roinnt:  • le hoifigigh údaraithe a bhfuil baint dhíreach acu le bainistiú nó riaradh na Scéime Aonair  • lenár gcomhairleoirí dlí inmheánacha chun éileamh dlíthiúil nó díospóid a bhaineann linne nó le d’fhostóir seirbhíse poiblí a chosaint  Faoi réir anaithnidiú cuí nó bréige do shonraí, féadfar d’fhaisnéis a nochtadh freisin d’oifigigh údaraithe eile sa Roinn:  • chun tabhairt faoi ríomhanna achtúireacha i leith scéimeanna pinsean na seirbhíse poiblí nó i leith caiteachais phoiblí;  • mar chuid de mheasúnuithe pleanála fórsa saothair AD maidir le riachtanais foirne reatha agus amach anseo comhlachtaí seirbhíse poiblí;  • le forbairt, nó athbhreithniú a dhéanamh ar éifeachtúlacht nó impleachtaí a d’fhéadfadh a bheith ann, polasaí nó polasaí féideartha de chuid an Rialtais;  • agus feidhm á comhlíonadh a thugtar don Aire nó a aistrítear chuige faoin Acht um Airí agus Rúnaithe (Leasú) 2011 lena n-áirítear uasteorainneacha caiteachais phoiblí a réiteach mar chuid de phróiseas meastacháin Státchiste an Rialtais. |
| 6. How we securely hold your information  All of your data is securely held on information systems managed and administered by us.  We maintain appropriate technical and organisational measures to protect your personal information (including special categories of data) against unauthorised access or disclosure and to safeguard against accidental or unlawful destruction, loss or alteration of your information. We evaluate these measures on a regular basis to ensure the security of processing. | 6. An dóigh a gcoinnímid do shonraí go sábháilte  Coinnítear do shonraí go léir go slán ar chórais faisnéise atá á mbainistiú agus á riar againn.  Cuirimid bearta teicniúla agus eagraíochtúla cuí i bhfeidhm chun d’fhaisnéis phearsanta (lena n-áirítear catagóirí speisialta sonraí) a chosaint ar rochtain nó nochtadh neamhúdaraithe agus chun an fhaisnéis fút a chosaint i gcás taisme ná scrios neamhdhleathach, cailliúint ná athrú na faisnéise céanna. Déanaimid an fhaisnéis seo a mheas ar bhonn rialta le slándáil na próiseála a dheimhniú. |
| 7. How long we hold your information  The length of time we hold information data depends on a number of factors. These factors include: | 7. An fad a choinnímid an fhaisnéis fút  Bíonn an fad ama a choinnímid sonraí faisnéise ag brath ar roinnt fachtóirí. Áirítear leis na fachtóirí seo: |
| • our obligations to retain information for prescribed periods under national legislation or associated regulations including, for example, under the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, the Pensions Act 1990, the Family Law Acts, the Freedom of Information Act, 2014 and the National Archives Act, 1986;  • whether you or a regulatory authority asks us to keep it for a valid reason e.g. the Financial Services & Pensions Ombudsman;  • whether you are in a legal dispute related to your membership of the Single Scheme involving you, us and/or your public service employer (current or former);  • whether we use your data for long-term statistical analysis or modelling, provided such data has been appropriately pseudonymised. | • an dualgas atá orainn faisnéis a choinneáil ar feadh tréimhsí forordaithe de réir na reachtaíochta náisiúnta nó rialacháin ghaolmhara lena n-áirítear, mar shampla, faoin Acht um Pinsin na Seirbhíse Poiblí (Scéim Aonair agus Forálacha Eile), 2012, Acht na bPinsean 1990, na hAchtanna um an Dlí Teaghlaigh, an tAcht um Shaoráil Faisnéise, 2014 agus an tAcht um Chartlann Náisiúnta, 1986;  • cé acu tusa nó údarás rialála a iarrann orainn é a choinneáil ar chúis bhailí e.g. an tOmbudsman um Sheirbhísí Airgeadais & Pinsean;  • cé acu atá tú i ndíospóid dhlíthiúil a bhaineann le do bhallraíocht sa Scéim Aonair a bhaineann leatsa, linne agus/nó le d’fhostóir seirbhíse poiblí (fostóir reatha nó iarfhostóir);  • cé acu a úsáidimid do shonraí chun anailís staitistiúil nó samhaltú fadtéarmach a dhéanamh, ar choinníoll go bhfuil ainm bhréige cuí ar shonraí dá leithéid. |
| As a general rule, and subject to our obligations at law, we will ordinarily retain personal information for the duration that a member or their beneficiaries have an entitlement to benefits under the Single Scheme plus an additional 7 years. | Mar riail ghinearálta, agus faoi réir na ndualgas dleathúil atá orainn, de ghnáth coinneoimid faisnéis phearsanta ar feadh na tréimhse a bhfuil teidlíocht ag ball nó a dtairbhithe ar shochair faoin Scéim Aonair móide 7 mbliana breise. |
| 8. The legal basis for collecting and processing your information  The legal basis for the establishment of the Single Scheme Databank by the Minister, and the requirement for a public service body to transfer specified data to the Databank on a periodic basis, is provided for under Part 5 of the Data Sharing & Governance Act 2019. | 8. An bonn dlíthiúil atá leis an fhaisnéis fút a bhailiú agus a phróiseáil  Déantar foráil faoi Chuid 5 den Acht um Chomhroinnt agus Rialachas Sonraí 2019 maidir leis an mbunús dlí do bhunú an Bhainc Shonraí Scéim Aonair ag an Aire, agus an dualgas ar chomhlacht seirbhíse poiblí sonraí sonraithe a aistriú chuig an mBanc Sonraí ar bhonn tréimhsiúil. |
| The legal basis on which we collect and process your information under GDPR is:  • to comply with our obligation under national law as it relates to the establishment of the Single Scheme Databank; and  • for the performance of a task carried out in the public interest and in exercise of official authority vested in the Minister; and  • for the establishment and defence of legal claims | Is é an bunús dlí ar a mbailímid agus ar a bpróiseálaimid d’fhaisnéis faoin GDPR:  • an dualgas atá orainn de réir dlí náisiúnta a chomhlíonadh mar a bhaineann sé le cruthú an Bhainc Shonraí Scéim Aonair; agus  • chun tasc a chur i gcrích a dhéanfar ar mhaithe le leas an phobail agus i bhfeidhmiú údaráis oifigiúil atá dílsithe don Aire; agus  • chun éilimh dhlíthiúla a bhunú agus a chosaint |
| In the case of special categories of data, processing is considered necessary due to:  • the Minister’s obligations under national law in the field of employment and social security law; and  • for reasons of substantial public interest whereby there is a requirement for the Minister to accurately estimate current and future Scheme liabilities from an Exchequer perspective in a timely manner. | I gcás catagóirí speisialta sonraí, meastar go bhfuil gá le próiseáil mar gheall ar:  • na dualgais atá ar Aire de réir dlí náisiúnta i réimse an dlí fostaíochta agus slándála sóisialta; agus  • ar chúiseanna a bhaineann le leas ollmhór an phobail ina bhfuil dualgas ar an Aire dliteanais Scéime atá ann faoi láthair agus a bheidh ann as seo amach a mheas go cruinn ó thaobh an Státchiste de go tráthúil. |
| 9. Processing your information outside the EEA  All of your data is securely held on information systems managed and administered by us in the Republic of Ireland. It is not envisaged that we will store or permit the transfer of your information to any service provider or organisation outside of the European Economic Area (EEA). | 9. D’fháisnéis a phróiseáil lasmuigh den LEE  Coinnítear do shonraí go léir go slán ar chórais faisnéise atá á mbainistiú agus á riar againn i bPoblacht na hÉireann. Ní mheastar go stórálfaimid ná go gceadóimid d’fhaisnéis a aistriú chuig aon soláthraí seirbhíse nó eagraíocht lasmuigh den Limistéar Eorpach Eacnamaíoch (LEE). |
| In the event that such storage or transfer of data outside of the EEA is contemplated, a comprehensive data privacy impact assessment will be completed in advance. If proceeding thereafter, we will ensure that this service provider or organisation agrees to act solely on our instructions and that your information is protected to the same standard as applies in the EEA in accordance with our obligations under GDPR. | I gcás ina mbítear ag amharc ar shonraí den chineál sin a stóráil nó a aistriú lasmuigh den LEE, cuirfear measúnú tionchair phríobháideachta sonraí i gcrích roimh ré. Má dhéantar cinneadh dul ar aghaidh ina dhiaidh sin, cinnteoimid go n-aontóidh an soláthraí seirbhíse nó an eagraíocht seo gníomhú de réir ár dtreoracha amháin agus go gcosnófar d’fhaisnéis ar an gcaighdeán céanna agus a bhaineann leis an LEE de réir na ndualgas atá orainn de réir GDPR. |
| 10. How to exercise your information rights  Providing and holding personal information comes with significant rights on your part and significant obligations on ours. You have several rights under GDPR in relation to how we use your information. | 10. An dóigh le do chearta maidir le faisnéis a chur i bhfeidhm  Bíonn cearta suntasacha agat féin agus dualgais mhóra orainne maidir le faisnéis phearsanta a sholáthar agus a choinneáil. Tá go leor cearta agat de réir GDPR maidir leis an dóigh a n-úsáidimid an fhaisnéis fút. |
| In the context of the Databank, you have the right to:  • be informed that your personal information is being submitted to the Databank and to obtain information on how and why your information is processed. This Privacy Notice provides this information;  • establish if the Databank holds personal information about you and, if so, to be provided with a copy of this information. Please see the “Making a Subject Access Request (SAR)” section below for further information on how you can submit a request for a copy of your personal information.  • make a request that any inaccurate information within the Databank is corrected and/or any incomplete information is updated. We will grant this request as soon as possible, if and in so far as checks with your public service employer (current or former) show your request to be well-grounded;  • in particular circumstances, restrict the processing of your information;  • in particular circumstances , ask to have certain information erased;  • in particular circumstances, object to us processing your information;  • not be subject to automated decision-making, including profiling, where it produces legal or other significant effects on you;  • the right to lodge a complaint with the Data Protection Commission. | I gcomhthéacs an Bhainc Shonraí, tá sé de cheart agat:  • a bheith curtha ar an eolas go bhfuil do chuid faisnéise pearsanta á cur isteach sa Bhanc Sonraí agus faisnéis a fháil maidir leis an dóigh agus an fáth a ndéantar próiseáil ar do chuid faisnéise. Soláthraíonn an Fógra Príobháideachta an fhaisnéis seo;  • a fháil amach an bhfuil faisnéis phearsanta fút sa Bhanc Sonraí agus, má tá, cóip den fhaisnéis seo a fháil. Féach le do thoil ar an rannán “Iarratas Rochtana Ábhar a Dhéanamh (SAR)” thíos le haghaidh tuilleadh faisnéise ar an dóigh ar féidir leat iarratas ar chóip de do chuid faisnéise pearsanta a chur isteach.  • iarratas a dhéanamh go gceartófar aon fhaisnéis mhíchruinn sa Bhanc Sonraí agus/nó go ndéanfaí aon fhaisnéis neamhiomlán a nuashonrú. Ceadóimid an t-iarratas seo a luaithe is féidir, de réir mar a léiríonn seiceálacha le d’fhostóir seirbhíse poiblí (fostóir reatha nó iarfhostóir) go bhfuil bunús maith le d’iarratas;  • i gcúinsí áirithe, srian a chur le próiseáil do chuid faisnéise;  • i gcúinsí áirithe, a iarraidh go scriosfaí faisnéis áirithe;  • i gcúinsí áirithe, cur inár gcoinne próiseáil a dhéanamh ar do chuid faisnéise;  • gan a bheith faoi réir cinnteoireachta uathoibrithe, lena n-áirítear próifíliú, i gcás ina mbíonn éifeachtaí dlíthiúla nó suntasacha eile agat;  • an ceart gearán a dhéanamh leis an gCoimisiún um Chosaint Sonraí. |
| Making a Subject Access Request (SAR)  To make a request for access to your personal information, you must complete our Subject Access Request Form (SARF) that you can access by clicking here or accessing the form at https://www.gov.ie/en/organisation-information/380c6a-data-protection-privacy-notice/ | Iarratas a Dhéanamh ar Rochtain ar Ábhar (SAR)  Chun iarratas a dhéanamh ar rochtain ar d’fhaisnéis phearsanta, ní mór duit ár bhFoirm Iarratais Rochtana Ábhar (SARF) a chomhlánú ar féidir leat rochtain a fháil uirthi trí cliceáil anseo nó teacht ar an bhfoirm ag https://www.gov.ie/en/organisation-information/380c6a-data-protection-privacy-notice/ |
| You can return your fully completed SARF to us:  By post:  Data Protection Officer  Department of Public Expenditure and Reform  Government Buildings  Upper Merrion Street, Dublin 2, D02 R583  By email:  dataprotection@per.gov.ie | Is féidir leat do SARF comhlánaithe go hiomlán a sheoladh ar ais chugainn:  Sa phost:  Oifigeach Cosanta Sonraí  An Roinn Caiteachais Phoiblí agus Athchóirithe  Tithe an Rialtais  Sráid Mhuirfean Uachtarach, Baile Átha Cliath 2, D02 R583  Trí ríomhphost:  dataprotection@per.gov.ie |
| When submitting your fully completed SARF, you should ensure that you attach the necessary information to confirm your identity. | Agus do SARF comhlánaithe go hiomlán á chur isteach agat, ba cheart duit a chinntiú go bhfuil an fhaisnéis riachtanach ceangailte agat chun d’aitheantas a dhearbhú. |
| The Department of Public Expenditure and Reform will usually supply you with your information free of charge. However, we may charge a reasonable fee if we believe that your request is clearly unfounded, excessive or repetitive. Where we have identified that a charge is applicable, we will notify you in advance so that you can decide whether to continue or not. | De ghnáth cuirfidh an Roinn Caiteachais Phoiblí agus Athchóirithe an fhaisnéis fút ar fáil duit saor in aisce. D’fhéadfaimis táille réasúnta a ghearradh, áfach, má chreidimid go bhfuil sé soiléir go bhfuil d’iarratas gan bhunús, iomarcach nó athchleachtach. Sa chás go bhfuil sé sainaitheanta againn go bhfuil táille infheidhmithe, cuirfimid in iúl duit roimh ré ionas gur féidir leat cinneadh a dhéanamh ar leanúint nó gan leanúint ar aghaidh. |
| We are obliged to respond to you without undue delay. In most instance, we will respond to you within one calendar month of your request having been accepted. If we are unable to deal with your request fully within a calendar month (due to the complexity or number of requests), we may extend this period by a further two calendar months. Should this be necessary, we will inform you within one month of the receipt of request and explain the reasons why an extension is necessary. | Tá sé de dhualgas orainn tú a fhreagairt gan aon mhoill mhíchuí. I bhformhór na gcásanna, tabharfaimid freagra duit laistigh de mhí amháin tar éis glacadh le d’iarratas. Mura féidir linn déileáil go hiomlán le d’iarratas laistigh den mhí (mar gheall ar chastacht nó líon na n-iarratas), féadfaimid an tréimhse seo a shíneadh go ceann dhá mhí eile. Más gá seo, cuirfimid in iúl duit laistigh de mhí amháin ón dáta a bhfaightear an t-iarratas agus míneoimid na fáthanna a bhfuil gá le síneadh ama. |
| If you make your request electronically, we will, where possible, provide the relevant information to you electronically, in a universally accessible format, unless you ask us otherwise. | Má dhéanann tú d’iarratas go leictreonach, cuirfimid, nuair is féidir, an fhaisnéis ábhartha ar fáil duit go leictreonach, i bhformáid atá inrochtana go huilíoch, ach amháin má iarrann tú a mhalairt orainn. |
| Complaints  If you have a complaint about how your personal data is being handled, please contact us to give us the opportunity to put things right as quickly as possible.  If, however, you feel that your complaint hasn’t been dealt with fully or appropriately, you have the right to complain to the Data Protection Commission. You can contact the Data Protection Commission using the details below: | Gearáin  Má tá gearán agat faoin dóigh a bhfuil do shonraí pearsanta á láimhseáil, déan teagmháil linn le do thoil chun deis a thabhairt dúinn rudaí a chur ina gceart chomh tapa agus is féidir.  Más rud é, áfach, go mbraitheann tú nár déileáladh go hiomlán nó go cuí le do ghearán, tá sé de cheart agat gearán a dhéanamh leis an gCoimisiún um Chosaint Sonraí. Féadfaidh tú teagmháil a dhéanamh leis an gCoimisiún um Chosaint Sonraí trí úsáid a bhaint as na sonraí thíos |
| By post:  Data Protection Commission Canal House, Station Road,  Portarlington, Co Laois, R32 AP23  By telephone:  LoCall 1890 252 241 or (076) 1104 800  By email:  info@dataprotection.ie  Online:  *https://www.dataprotection.ie/docs/Contact-us/b/11.htm* | Sa phost:  An Coimisiún um Chosaint Sonraí Teach na Canálach, Bóthar an Stáisiúin,  Cúil an tSúdaire, Co. Laoise, R32 AP23  Ar an teileafón:  Íosghlao 1890 252 241 nó (076) 1104 800  Trí ríomhphost:  [info@dataprotection.ie](mailto:info@dataprotection.ie)  Ar líne:  https://www.dataprotection.ie/docs/Contact-us/b/11.htm |
| 11. How to contact our Data Protection Officer  If you have any questions about how your information is gathered, stored, shared or used, please contact our Data Protection Officer: | 11. An dóigh le teagmháil a dhéanamh lenár nOifigeach um Chosaint Sonraí  Má tá aon cheist agat faoin dóigh a mbailítear, a stóráiltear, a roinntear nó a n-úsáidtear an fhaisnéis fút, déan teagmháil lenár nOifigeach Cosanta Sonraí le do thoil: |
| By post:  Data Protection Officer  Department of Public Expenditure and Reform  Government Buildings  Upper Merrion Street, Dublin 2, D02 R583  By email:  dataprotection@per.gov.ie | Sa phost:  Oifigeach Cosanta Sonraí  An Roinn Caiteachais Phoiblí agus Athchóirithe  Tithe an Rialtais  Sráid Mhuirfean Uachtarach, Baile Átha Cliath 2, D02 R583  Trí ríomhphost:  dataprotection@per.gov.ie |
| 12. Changes to this notice  We will update this Data Privacy Notice from time to time. You can always find an up-to-date version of this notice published online at *www.singlepensionscheme.gov.ie/privacynotice/* , or you can ask our Data Protection Officer for a copy. | 12. Athruithe leis an bhfógra seo  Déanfaimid an Fógra Príobháideachta Sonraí seo a nuashonrú ó am go chéile. Is féidir leat i gcónaí teacht ar leagan cothrom le dáta den fhógra seo arna fhoilsiú ar líne ag *www.singlepensionscheme.gov.ie/privacynotice/*, nó is féidir leat cóip a iarraidh ar ár nOifigeach Cosanta Sonraí. |