



**An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta**
Department of Housing,
Local Government and Heritage

*Administration of Certificates and Permits under the Convention on International Trade of
Endangered Species (CITES) of Fauna and Flora*

(Privacy Statement)

The Department of Housing, Local Government and Heritage is the Government Department responsible for housing and water, for physical and spatial planning, for local government, for weather forecasting and for built and natural heritage.

The Department is committed to protecting and respecting your privacy. This privacy statement explains how the Department, as the Data Controller, will process the personal data provided to it in respect of the CITES Management Authority and CITES Scientific Authority; how that information will be used, and what rights you may exercise in relation to your personal data.

Categories of personal data

The Department processes the following personal data in respect of the CITES Management Authority and CITES Scientific Authority. Name, address, email and phone number are all provided by the applicant as required under CITES Regulations i.e. Council Regulation (EC) No 338/97 of 9 December 1996 on the protection of wild fauna and flora by regulating trade therein and Commission Regulation (EC) No 865/2006 of 4 May 2006 laying down detailed rules concerning the implementation of aforementioned Council Regulation (EC) 338/97.

Source of the personal data

Your personal data is provided to the Department in the application process

Purposes of the processing

The Department will use the information provided in order to process applications for the trade, import, export or re-export of species listed on CITES and/or their parts and derivatives. The Department will not process your personal data for any purpose other than that for which it was collected.

The provision of your personal data is a legal requirement in order to process EC Trade Certificates and CITES permits. Documents are issued in accordance with the provisions and the conditions laid down in Regulations (EC) No 338/97 and Regulation (EC) No 865/2006.

Lawfulness of processing

This processing of your personal data is lawful under Article 6 (1) of the General Data Protection Regulation. The following sections are relevant and lawful for the processing of certificates and permits under CITES.

- 6.1 (a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- (b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) Processing is necessary for compliance with a legal obligation to which the controller is subject;
- (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 the controller.

CITES Certificates and Permits Licences are issued under the EU Wildlife Trade Regulations as mentioned previously in this document.

Security of your personal data

The Department implements appropriate technical and organisational measures to protect your information from unauthorised access. However, despite these efforts, no security measures are perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other type of misuse. In the event that your personal data is compromised as a result of a breach of security, the Department's Breach Management policy and procedures will be implemented.

Recipients of the data

Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law.

Your data may be shared with An Garda Síochana, Revenue Commissioners, Department of Agriculture, Food and the Marine and various sections within National Parks and Wildlife Service – for compliance and enforcement purposes.

Cross-border Data Transfers

The Department may occasionally transfer personal data collected in respect of the CITES Management and CITES Scientific Authority to any CITES party or international organisation outside the EU/EEA to facilitate the movement of CITES listed species from one jurisdiction to another in the export/import process.

How long will your data be kept?

The Department will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed, and in line with certain statutory requirements, where relevant.

In line with legislative and business requirements, the data retention period for your personal data, in this instance, is the CITES Management Authority and CITES Scientific Authority.

Your rights

The Department's [Data Protection Policy](#), which sets out how we will use your personal data, as well as providing information regarding your rights as a data subject (including details regarding right of access, right to rectification, right to erasure, right to restriction of processing, right to object), is available on our website. The policy is also available in hard copy upon request. If you consider that your rights have been infringed, you have the right to complain to the Irish Data Protection Commission (www.dataprotection.ie), and you have the right to seek a judicial remedy.

Contacting Us

If you require further information, or wish to access your personal data, please contact the Department's **Data Protection Officer**, details below:

Data Protection Officer

Department of Housing, Local Government and Heritage

Newtown Road

Wexford

Email: data.protection@housing.gov.ie