



## **Wildlife Licencing Unit - 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 gives you information about why and how we are using your personal data to process wildlife licencing applications. It explains how that information will be used, and what rights you may exercise in relation to your personal data. We are the data controller for this data, which means that we are responsible for using and storing it.

### **Categories of personal data**

We process the following personal data for processing wildlife licence applications:

- Name
- Address
- Phone number
- Email address
- Date of birth (in some circumstances)

### **Source of the personal data**

You provided your personal data to us when you completed an application form for any licence/permit/derogation issued under the Wildlife Acts 1976 (as amended) or the EC (Birds and Natural Habitats) Regulations 2011 (as amended).

### **Purposes of the processing**

The Department will use the information provided in order to process any applications received for a range of wildlife licences. The information provided may be used internally for audit or other compliance purposes. Your personal data will not be further processed in a manner that is incompatible with the purpose for which it was collected unless it is required or permitted by law. Applications, associated reports and derogations issued under Regulation 54 of the EC (Birds and Natural Habitats) Regulations will be published on the NPWS website.

## **Profiling**

The Department will not use any personal data collected from you in respect of wildlife licence applications for automated decision-making, or for profiling purposes.

## **Lawfulness of processing**

This processing of your personal data is lawful under Article 6(1)(e) – ‘Processing shall be lawful only if and to the extent that at least one of the following applies... 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’ – derogations are issued under Regulation 49 and 54 of the European Communities (Birds and Natural Habitats) Regulations 2011.

Processing of your personal data is also lawful under Article 6(1)(c) – ‘*processing is necessary for compliance with a legal obligation to which the controller is subject*’ - licences are issued under the Wildlife Acts 1976 as amended by the Wildlife (Amendment) Act 2000 and the Heritage Act 2018.

## **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. Should someone breach the conditions of a licence/permit/derogation then the data could be used as part of an investigation and possible prosecution.

## **Cross-border Data Transfers**

The Department will not transfer personal data collected in respect of Wildlife Licencing to any Country or international organisation outside the EU/EEA.

## **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 it was collected and processed. Any data published in relation to applications under Regulation 54 of the EC (Birds and Natural Habitats) Regulations will remain public for a period of three years.

## **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](http://www.dataprotection.ie)), and you have the right to seek a judicial remedy.

## **Contacting Us**

The department is the data controller when processing your personal data for the purposes outlined above. The department's contact details are available at: <https://www.gov.ie/en/organisation-information/839bc-contact-the-department-of-housing-local-government-and-heritage/>

The department has appointed a Data Protection Officer to support its compliance with data protection law. The contact details for the department's Data Protection Officer are:

**Data Protection Officer**

**Department of Housing, Local Government and Heritage**

**Newtown Road, Wexford**

**Email: [data.protection@housing.gov.ie](mailto:data.protection@housing.gov.ie)**

**Date: 07 May 2026**