



[Privacy Notice](#)

[Data Request Form](#)

**July 2020 Edition**

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## Privacy Notice

### 1. General statement - We respect your privacy

The Sustainable Energy Authority of Ireland (“SEAI”) fully respects your right to privacy. This Privacy Notice (“Notice”) is intended to help you understand what Personal Data SEAI collects about you, why we collect it, what we do with it, who we may share it with and how we protect it. When we talk about “Personal Data” in this Notice, we mean any information relating to you, either directly or indirectly.

This Notice also details the rights available to you in relation to how we hold and use your Personal Data, how to exercise those rights, and what to do if you require more information or wish to make a complaint.

### 2. Who is responsible for your information

SEAI is responsible for your information.

This Notice applies to SEAI, a public authority established under the Sustainable Energy Act 2002, located at 3 Park Place, Hatch Street Upper, Dublin, D02 FX65

The use of “we”, “us”, “our” and “ours” in this Notice refer to SEAI. For more information about us, please see our About webpage <https://www.seai.ie/about/>.

If you want to get in touch and seek to exercise your rights as described below, please contact us at [dataprotection@seai.ie](mailto:dataprotection@seai.ie).

### 3. Who this Notice Applies To

In operating the SEAI Data Request Form we collect and process information which relates to a variety of categories of individuals. These include individuals who may not have a direct relationship with SEAI. We have described below the main types of individuals whose information we collect, use and otherwise process in connection with the form.

- Requestor, ie persons making requests for access to data via the form

### 4. Who We Receive Information From

We receive your information from you when you enter your details on the data request form.

### 5. Information We Collect and how We Use It

In the course of processing your data request, we collect information about the requestor and the details of their request.

The types of Personal Data that we collect and process include, but are not limited to:

- your name and contact details, including your mobile number and email address;
- Your company name and address
- The data set you are requesting and the characteristics of the data set you are requesting
- The purpose of your data request

We use this Personal Data to:

- provide you with access to the data requested, as appropriate, as efficiently as possible
- to analyse trends in the types of datasets required and the purposes for which they are being used
- provide customer service to you and contact you if required to respond to any communications you might send to us;
- comply with our legal obligations;
- improve the services which we provide to you;

## 6. Information You Give Us About Other People

If you provide information to us about any person other than yourself, you should ensure that you have a legal basis for doing so and that you have complied with your transparency obligations under data protection law.

## 7. Our Legal Bases

In order to collect, use, share, and otherwise process your information for the purposes described in this Notice, we rely on a number of legal bases, some of which are mentioned above, including where:

- necessary for the performance of tasks that we carry out in the public interest or in the exercise of official authority vested in us by law (including the Sustainable Energy Act 2002);
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## 8. Sharing Your Information

In the course of processing requests via the data request form, we share information with various third parties, as set out below. We do this based upon the legal bases and exceptions mentioned in section 7 of this Notice.

- **Service Providers:** We may share your Personal Data with service providers who supply the technology that runs the webform. Categories of service providers include companies who provide inspection services, outsourced business process providers, IT software and hosting providers and records-storage companies. Where such third parties are processors, these third parties are contractually required to use it only to provide their service to us and are contractually barred from using it for their own purposes.
- **Research:** We may use aggregate data processed through the web form to understand more about who is requesting data from us.

## 9. Retention

We may retain your information for as long as necessary in light of the purposes set out in this Notice, including for the purposes of satisfying any legal, accounting, or reporting requirements and, where required for SEAI to assert or defend against legal claims, until the end of the relevant retention period or until the claims in question have been settled.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your Personal Data, the purposes for which we process your Personal Data and whether we can achieve those purposes through other means, and the applicable legal requirements. We also consider regulatory guidance, as appropriate.

The data provided by requestors via the data request for will be retained for a maximum period of six months to allow for analysis of trends in the types of requests made. Following this period, data will be deleted.

## 10. Your Rights

You have a number of rights in relation to your information that we process. To exercise these rights, please contact us at [dataprotection@seai.ie](mailto:dataprotection@seai.ie).

While some of these rights apply generally, certain rights apply only in specific circumstances. We describe these rights below.

- **Access:** You have the right to request access to your information that we control.
- **Data Portability:** You have the right to request that some of your personal information that you initially provided to us is returned to you or another controller in a commonly used machine readable format.
- **Rectify, Restrict and Delete:** You have the right to ask us to restrict the processing of your information or to rectify or delete your information. Please note that despite a deletion request, we may continue to process your information if we have a legal basis to do so.
- **Object:** If we process your information in the public interest, you can object in certain circumstances. In such cases, where legally required to do so, we will cease processing your information unless we have compelling legitimate grounds to continue processing or where it is needed for legal reasons.
- **Complain:** You have the right to submit a complaint about our use of your information with your local supervisory authority or SEAI's supervisory authority, the [Irish Data Protection Commission](#).

These rights are subject to a number of exceptions under law.

## 11. Amending The Notice

From time to time, we may amend this Notice. This might happen, for example, where we make changes to the Programme. If we make material changes to the Notice, we will take steps to notify you, such as by posting a notice on our website. The Notice was last updated at the date indicated further below.

## 12. Contact Us

If you want to exercise your rights (described above), or if you have any questions about this Notice, please contact us as follows:

Data Protection Officer  
Sustainable Energy Authority of Ireland  
3 Park Place  
Hatch Street Upper  
Dublin 2  
D02 FX65

Tel: +353-1-8082100

Email: [dataprotection@seai.ie](mailto:dataprotection@seai.ie)

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