

Privacy Notice

Who is issuing this notice and why?

The Houses of the Oireachtas Commission is a statutory corporate body and is independent in the performance of its functions. It is the governing body of the Houses of the Oireachtas Service. The Houses of the Oireachtas Service is the public service body that administers the National Parliament of Ireland (the Houses of the Oireachtas) on behalf of the Houses of the Oireachtas Commission. In this Privacy Notice, the two are generally referred to as the Service unless the context requires one or other entity to be specified. The address of the Service is Leinster House, Dublin 2.

The Service is issuing this Privacy Notice because of its duties under the General Data Protection Regulation ([GDPR](#)) and the Data Protection Act 2018. For more information about the Service visit www.oireachtas.ie/en/how-parliament-is-run/houses-of-the-oireachtas-service.

Scope

This Privacy Notice tells you how the Service deals with (including by way of collection, use, or disposal) your personal information when you provide information to the Service for the purposes of attending a conference held by the Service.

In particular, the Service is issuing this privacy notice because it is hosting a conference to which persons who are not members of the parliamentary community (that is, Members of the Houses of the Oireachtas nor staff of those Members or of the Service) will be in attendance and wishes to inform all persons in attendance about how that the Service will process personal data that it receives. From time to time such conferences are organised or hosted by the Service and the Service is Controller of relevant personal information for the purposes of the GDPR.

For more detailed information on the Service's discharge of its GDPR duties and definition of relevant terms, see the Service's general [Data Protection Policy](#) available at www.oireachtas.ie/transparency/protecting-your-data.

Categories of Personal Data

For the purposes of the conference, the following information is collected:

- Name and contact details
- Special security details
- Mobility restrictions or disability requirements
- Dietary requirements
- Relationship to delegate if an accompanying person
- Children and their care if applicable
- Passport numbers
- Travel details
- Sound and Images where participants are recorded.

Further personal data may be collected where it transpires that such collection and processing is necessary for the purposes of hosting the conference.

Purpose

The Service deals with your personal information in order to organise, administer and host the conference, ensure access to all delegates and cater to same, and for related security purposes.

Legal Basis

In processing personal data, the Service relies on a number of legal bases, including consent and contract when you agree to attend the conference. Where the Service relies on consent, same can be withdrawn.

The Houses of the Oireachtas Commission Acts 2003 to 2021 (including but not limited to section 4(1)(a) of the 2003 Act) provide for the functions of the Service. These include a duty to provide for the running of the Houses of the Oireachtas which, in turn, includes the hosting of events relating to the work of parliament. Further, processing is carried out in performance of a task carried out in the public interest in hosting and organising a conference designed to improve discourse and knowledge-sharing, and recording and broadcasting, where same occurs, to promote awareness of the work of parliament.

Your personal data is collected for security purposes to ensure the health and safety of staff and Visitors and to protect the vital interests of the parliamentary community, visitors and members of the public.

Visitors to Leinster House should also have regard to the [Enquiries Office transparency notice](#) available at www.oireachtas.ie/transparency/notices.

Recipients and Further Processing

The Service obtains personal data through the conference registration portal, which is operated by OSCE. The Service does not engage in marketing. The Service retains data (sub)processors to assist it in processing data; these are bound by data processing agreements that secure your rights with regard to your personal information in accordance with the GDPR.

Data received is shared with various external parties for limited purposes:

1. The Superintendent of the Houses of the Oireachtas may share security details with An Garda Síochána (the police force of Ireland).
2. Dietary requirements are shared with the event location and their caterers.
3. Security information may be shared with security companies.
4. Passport details and other travel information may be shared with the relevant airport.
5. Travel details may be shared with transport hire as appropriate.
6. Recording of some aspects of the event will take place and broadcasting of portions of the event, which may include images of participants, may take place, including on social media channels.
7. Participant details may be shared with third party event, tourism and cultural institutions where attendance is organised for the benefit of persons accompanying delegates.
8. In order to facilitate a printing service at the conference, participant details may be shared with third party processors and sub-processors the Service retain to assist it in providing this function.

The Service will deal with your personal information where this is necessary to establish (including investigate), exercise, or defend a legal claim, including by disclosing it to its legal advisers and in proceedings before any relevant court, tribunal, arbitrator, mediator, or similar entity. Rarely, it may be necessary to share your personal information with An Garda Síochána. The Service will deal with

your personal data if this is necessary in order to comply with a request under the Freedom of Information Act. The Service will also need to deal with your personal data if you exercise rights under data protection law.

Safeguards

Your contact details will be recorded securely within filing systems which are necessary for the operation of the Oireachtas's functions. These systems are protected by safeguards such as access control, encryption and the Service's firewalls. Access to these systems is limited to authorised members of staff.

Transfers to Third Countries

Personal data the Service deals with and to which this Privacy Notice applies will be kept within the EU.

Retention

Information arising from the conference which is of historical, parliamentary, or archival interest will be stored in the Oireachtas Archive to be retained indefinitely. Administrative records relating to the conference will be stored for 7 years. All special category data will be deleted when no longer required for the purposes of hosting the conference.

Data Subject Rights

The rights available to data subjects under the GDPR are listed and discussed in the general [Data Protection Policy](#) of the Service, available at www.oireachtas.ie/en/transparency/protecting-your-data. No automated decision-making is conducted. It is the policy of the Service to confirm a requester's identity before providing personal data; a request for identification stops time running for the purposes of the 30-day time limit set by the GDPR.

The following are the principal data rights applicable in the circumstances of this Privacy Notice. You may ask the Service for a copy of your personal information. You may ask the Service to supplement or correct your personal information if it is incomplete or incorrect (including out of date). You may be able to ask the Service to delete personal information, especially if the Service no longer needs it, or not to deal with it for the time being, for example, if you think it is incorrect. You may object at any time to the Service's dealing with personal information it is dealing with in the exercise of official authority or in the public interest, although this entitlement is subject to many legal qualifications depending on the personal information and why the Service is dealing with it. The Service must then cease dealing with the personal information unless it can show compelling grounds for continuing to do so.

Redress

All data protection rights requests should be made to the Service's Data Protection Officer, Jennifer McGrath. Her office number is +353 1 618 4712 and her email is dataprotection@oireachtas.ie. The postal address of the Service is Leinster House, Kildare Street, Dublin 2, D02 XR20.

Variation

This Privacy Notice is regularly kept under review. Any updates will be placed on the website www.oireachtas.ie and notified to you. The Privacy Notice was last updated on **09 September 2024**.