



Coimisiún na hÉireann um Chearta  
an Duine agus Comhionannas  
Irish Human Rights and Equality Commission

# **Irish Human Rights and Equality Commission**

## **Privacy Statement**



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## 1 Who we are

We are the Irish Human Rights and Equality Commission, an independent statutory body established by the Irish Human Rights and Equality Act 2014. Our address is 16–22 Green Street, Dublin D07 CR20, Ireland. The Commission is Ireland’s national human rights and national equality institution. Our purpose is to protect and promote human rights and equality in Ireland and to build a culture of respect for human rights, equality and intercultural understanding in the State.

The overall statutory functions of the Commission provided for in section 10 of the legislation are:

- to protect and promote human rights and equality,
- to encourage the development of a culture of respect for human rights, equality, and intercultural understanding in the State,
- to promote understanding and awareness of the importance of human rights and equality in the State,
- to encourage good practice in intercultural relations, to promote tolerance and acceptance of diversity in the State and respect for the freedom and dignity of each person, and
- to work towards the elimination of human rights abuses, discrimination and prohibited conduct.

The work of the Commission ranges from working at the policy level to review the effectiveness of human rights and equality law, policy and practice in the State and within public bodies, to working with communities and civil society to monitor and report on people’s real-life experiences of human rights and equality on the ground. Our legal powers include giving practical help, including legal assistance to help people defend their rights, and contributing to legal cases (*amicus curiae*) that deal with someone’s equality or human rights.

The Irish Human Rights and Equality Commission (IHREC) was created through the merger of the Irish Human Rights Commission and the Equality Authority. IHREC holds the archive of both of these bodies.



This notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

We use certain expressions throughout this document such as **Personal data**. This means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, mental, economic, cultural or social identity of that person;

**Special categories of Personal Data and Sensitive personal data** means information revealing particular characteristics covered by equality legislation including: racial or ethnic origin, gender, sexual orientation and age; and information about personal opinions about and experiences of discrimination and human rights violations.

For the purpose of the Data Protection Acts 1988 and 2003 (as amended) (the 'DPA') and from 25 May 2018, the General Data Protection Regulation (the 'GDPR'), the data controller is IHREC.

Our data protection officer for the purpose of the DPA and the GDPR is Cathal Kelly who is a Development Officer in our Corporate Services team.



## 2 What information do we collect from you?

You may give us information by:

- corresponding with us by phone, e-mail, coming into our offices, attending our events or otherwise. We ask you to disclose only as much information as is necessary for the purpose of your interaction with us or when submitting a question, suggestion, or comment in relation to our website, our departments (Corporate Services, Legal, Strategic Engagement – and Policy and Research) or our services.
- applying to work with us as an employee or contractor or to act in an advisory capacity to us. The type of information you may provide includes an application form for the job we advertised, your CV, a cover letter, your name, address, e-mail address and phone number. CVs should include information relevant to your employment history and education (degrees obtained, places worked, positions held, relevant awards, and so forth). We ask that you do not disclose sensitive personal information in your application.
- you or your organisation applying for a grant from us.
- you seeking information through our ‘Your Rights’ information service.
- you in applying for legal or other assistance under Section 40 of the Irish Human Rights and Equality Commission Act 2104 , engaging in legal casework with us or being involved in a legal case that IHREC is given liberty by the Superior Courts to join (as an ‘amicus curiae’ or ‘friend of the court’).
- you or your organisation being involved in activity with us to support your implementation of the Public Sector Equality and Human Rights Duty set out in Section 42 of the Irish Human Rights and Equality Commission Act 2014.
- you or your organisation engaging with IHREC in relation to our development of policy and /or legislative observations including consultation on domestic and international legislation and policy, and the monitoring of the Irish State’s human rights and equality commitments e.g. through the United Nations or Council of Europe.
- you or your organisation engaging in IHREC research activity.



- you or your organisation registering to receive IHREC publications e.g. the e-newsletter or requesting specific publications e.g. the annual report.
- you or your organisation registering with IHREC's digital accounts on Twitter and LinkedIn.
- You or your organisation engaging in any of our events or using the IHREC public meeting space.



## 2.1 Why do we collect this information?

We collect the information in order to comply with our statutory functions as set out under the Irish Human Rights and Equality Act 2014 and to operate our organisation, to undertake legal casework, to distribute grants, to improve our website, to recruit staff, to select advisers, to engage with civil society, and appoint contracted researchers. We will use this information:

- to liaise with you about projects that we are undertaking with you;
- to carry out our obligations arising from any contracts entered into between you and us;
- to create a candidate profile for you;
- to communicate any upcoming IHREC events;
- to assess a grant application which you submit to us and to distribute a grant where you are successful in your application to us;
- to fulfil our statutory functions which include an obligation to provide information about human rights and equality, to undertake legal casework, to implement the Public Sector Duty, and to undertake legislative, policy and research activity;
- to administer and improve our website and other digital media platforms (Twitter and LinkedIn) and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes. For further information please see our Cookie Policy on our website;
- as part of our efforts to keep our website safe and secure;
- to make suggestions and recommendations to you and other users of our website about services that may interest you or them;

The Irish Human Rights and Equality Commission Act 2014 is available at the following web address: <http://www.irishstatutebook.ie/eli/2014/act/25/enacted/en/html>.

The legal bases for the processing of your data are:

1. that you have provided consent for the processing for one or more specific purposes – for example, when you subscribe to our Ezine or website alerts or the assessment



of a grant application which you submit to us; or when you engage in legal casework with us (in line with Law Society regulations);

2. processing necessary for the performance of a contract which you have entered into with us or to take steps at your request prior to entering into a contract;
3. processing necessary for compliance with a legal obligation to which we are subject;
4. processing necessary is for the performance of a task in the public interest or in the exercise of official authority vested in us by virtue of our statutory functions as set out in the Irish Human Rights and Equality Act 2014.

## 3 What information about you do we obtain from others?

### 3.1 Purposes

#### 3.1.1 Legal Casework

In line with Law Society regulations and with your written consent, we may receive information in the course of legal case work.

#### 3.1.2 Grant Applications

A joint funding body e.g. the Irish Research Council or your research body/institution may provide us with your contact details and CV as part of a research grant application.

#### 3.1.3 Employment

If you are assigned to us by the Public Appointments Commission to be an employee of the Irish Human Rights and Equality Commission, we may receive the following information: your name, your address, your PPS number, your date of birth, a copy of your PAS application form or an extract from it.

## 3.2 Where did we get this information?

#### 3.2.1 Legal Casework

In line with Law Society regulations we may obtain this information from legal professionals, public bodies and private organisations. In these circumstances, you will have provided your consent to the professionals or organisations that your data may be used in this way.



### 3.2.2 Grant Applications

We obtain this information from your research body/institution, a co-funding organisation or your referees as part of a grant application submitted to us or a co-funding body such as the Irish Research Council.

### 3.2.3 Employment

We obtain this information from the Public Appointments Commission or from an employment agency that we hire to run a recruitment competition for us.

## 4 Who might we share this information with?

In order for us to fulfil our statutory functions, we may share your personal data with selected third parties including:

- Government agencies such as the Revenue Commissioners, Garda Síochána, or other agencies for the detection, investigation or prosecution of offences and to enable them to perform their functions.
- The National Shared Services Office – which is an agency of the Department of Public Expenditure and Reform that manages certain human resources functions for all of the civil service – in order to ensure that you are paid and that we can manage your leave and certain other entitlements.

## 5 Disclosure of your information

We may also share your information with selected third parties including:

- Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you and to assist us in fulfilling our statutory functions.

We have set out below a list of third parties with whom we share your data:

1. Sub-contractors e.g.
2. Cloud Service Providers
3. IT Back-up Providers
4. Archive/shredding companies



5. Email and IT service providers
6. Auditors
7. Accounting software
8. CCTV service providers
9. Security software
10. Cookie analytics service provider

## 6 How long do we keep hold of your information?

The time periods for which we retain your information depends on the type of information and the purposes for which we use it. We will keep your information for no longer than is required or permitted. For further information please request a copy of our Data Retention Policy from [dpo@ihrec.ie](mailto:dpo@ihrec.ie)

We do not transfer your data outside of the EU.

## 7 What are your rights with respect to your information?

You have the following rights:

- The right to access the information we hold about you.
- The right to require us to rectify any inaccurate information about you without undue delay.
- The right to have us erase any information we hold about you in circumstances such as where it is no longer necessary for us to hold the information for your use of our services or if you have withdrawn your consent to the processing.
- The right to object to us processing information about you such as processing for profiling or direct marketing.
- The right to ask us to provide your information to you in a portable format or, where technically feasible, for us to port that information to another provider provided it does not result in a disclosure of information relating to other people.
- The right to request a restriction of the processing of your information.



Where our processing of your information is based on your consent to that processing, you have the right to withdraw that consent at any time but any processing that we have carried out before you withdrew your consent remains lawful.

You may exercise any of the above rights by: writing to our Data Protection Officer at [dpo@ihrec.ie](mailto:dpo@ihrec.ie) or by post to the Irish Human Rights and Equality Commission, 16–22 Green Street, Dublin D07 CR20, Ireland.

You may lodge a complaint with your local supervisory authority with respect to our processing of your information. In Ireland, the local Supervisory Authority is the Office of the Data Protection Commissioner with an address at Canal House, Station Road, Portarlinton, Co. Laois.

## 8 What will happen if we change our privacy notice?

This notice may change from time to time, and any changes will be posted on our website and will be effective when posted. Please review this notice each time you use our website or our services. This notice was last updated on the date that appears at the bottom of each page of this document.

## 9 How can you contact us?

You can contact us:

- by phone: (01) 8589601
- via our website: [www.ihrec.ie](http://www.ihrec.ie)
- by email: [info@ihrec.ie](mailto:info@ihrec.ie)

Our Data Protection Officer can be contacted by email at [dpo@ihrec.ie](mailto:dpo@ihrec.ie) or by post to Irish Human Rights and Equality Commission, 16-22 Green Street, Dublin D07 CR20, Ireland.