



Geological Survey Ireland

IWDDS Data Privacy Notice

May 2018



Geological Survey
Suirbhéireacht Gheolaíochta
Ireland | Éireann

Introduction

The Geological Survey Ireland takes your privacy seriously and we are fully committed to keeping your information private.

The processing and sharing of personal information comes with significant rights on your part and significant responsibilities on ours.

This Data Privacy Notice is provided to fulfil our obligations under the General Data Protection Regulation (**GDPR**), effective from 25 May 2018, which requires greater accountability and transparency from organisations with regard to your personal information, and which gives you greater control over how we use it.

Our Data Privacy Notice explains how and when we collect personal data from and about you, why we do so and how we treat this information. It also explains your rights in relation to the collection of personal information and how you can exercise those rights.

We may change this Notice from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Notice.

Any questions regarding this Notice and our privacy practices should be sent by email to Jetstream@gsi.ie or by writing to IWDDS Manager, Geological Survey Ireland, Beggars Bush, Haddington Road, Dublin 4, D04 K7X4. Alternatively, you can telephone 01 678 2764.

Who are we?

We're the Geological Survey, Ireland's national earth science knowledge centre, working on behalf of the Irish public.

We are a division of the [Department of Communications, Climate Action and Environment](#).



We are committed to providing free, open and accurate data and maps on Ireland's subsurface to landowners, the public, industry, and all other stakeholders, within Ireland and internationally.

We're based in Beggars Bush, Haddington Road, Dublin 4, D04 K7X4. [Contact details](#) can be found on our website www.gsi.ie

How do we collect information from you?

We obtain information about you when you use our website, for example, when you contact us about data and services, if you contact us with a query or if you register to download our data.

We collect two types of information from you:

- a) Personal data that you provide voluntarily, such as when you create an account on our website.
- b) Aggregated data generated by our systems and third parties (Google Analytics) to assess site usage and performance. This type of data and analysis does not track or store any personally identifiable data.

What type of information is collected from you?

Personal information is any information that can be used to identify you. The personal information we collect might include your name, address, email address, telephone number, fax, organisation, occupation, sector, locality, state, postcode, country, IP address, and information regarding what pages are accessed and when.



How is your information used?

We may use your information to:

- complete data requests;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- understand customer preferences to help us provide better products and services;
- help us to justify what we're doing to ensure we receive continued funding from government;
- we will also use aggregated data we collect to develop the content, performance and usability of our website.

We review our retention periods for personal information on a regular basis. We will hold your personal information on our systems for as long as you wish to use our data download site. We will delete your personal data once you UNSUBSCRIBE from our data download site.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

We may share your information with third parties who are authorised to act and provide services on our behalf – such as system or software maintenance contractors.

Any personal details submitted via this website or recorded when you contact us will only be used for the purpose for which they are provided. We will not use your personal details for any other purpose, and will not disclose them, without your consent.



Your rights

GDPR allows you to request access, corrections and removal of your personal information.

We will not contact you for communications purposes unless you have given your prior consent.

How you can access and update your information

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you.

In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: Jetstream@gsi.ie with UPDATE in the subject field and provide the details you wish to update.

If you wish to unsubscribe please email us at: Jetstream@gsi.ie with UNSUBSCRIBE in the subject field. We will delete your personal data from our database. We will retain some elements of the data which allows us to track data downloaded from our system but your personal data will be anonymised.

You have the right to ask for a copy of the information Geological Survey Ireland hold about you. Email us at: Jetstream@gsi.ie

The complete list of your rights under GDPR can be found in Appendix 1.

How do we protect your information?

We use appropriate data collection, storage and processing practices and security measures to protect against unauthorised access to your personal information.



In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We hold all personal data safe and secure. Digital data is kept in secure, permission based areas on our servers and only shared with the minimum amount of people working for the organisation who need to see it, for the duration they need to have access.

Our website uses secure http (HTTPS) so that any information exchanges between you and our website is encrypted. When you are on a secure page, a lock icon will appear on the address bar.

Profiling

Any information we collect is used for statistical and administrative purposes only.

Use of 'cookies'

Like many other websites, our website uses cookies. Cookies are small data files placed on your device when you browse online. They are standard across most websites and do not affect your device. Cookies help make websites work more efficiently and provide information to the owners of the site.

There are two types of cookies: session cookies and persistent cookies.

What cookies do we use?

We use session cookies which are temporary and end when you leave our website.

The next time you visit our website, you will be a completely new visitor.



Why do we use cookies?

Cookies enable us to monitor the number of people visiting our site. We do not use cookies to collect or record information about users' names, addresses or contact details. We may collect and store general information such as:

- your Internet domain;
- your IP address;
- the type of browser and operating system you used to access our site;
- the date and time you accessed our site;
- the pages you visited and documents downloaded;
- the number of bytes transmitted and received for each request.

Any information we collect is used for statistical and administrative purposes only.

We examine this information to determine the traffic through the server, and to specific pages or applications, and in order to deliver better services.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy Notice applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access those using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the Notice of that third party site.



18 or under

We are concerned to protect the privacy of children aged 18 or under. If you are aged 18 or under, you **must** get a parent/guardian's permission before you provide any personal information on our website.

Transferring your information outside of Europe

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if we make use of online cloud storage or other online services that may be based internationally and storing their data outside the EU. These countries may not have similar data protection laws to Ireland.

By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Notice.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

Review of this Notice

We keep this Notice under regular review. This Notice was last updated 31st May 2018.



Appendix 1.

Your rights under GDPR

You have the following rights under GDPR.

Right of access by the data subject

You have the right to request access to your personal data. This can be done by contacting us using the details provided at the start of this Notice.

Right to withdraw consent

You have the right to withdraw your consent at any time.

Right to rectification

You have the right to have your personal data rectified where inaccuracies have been identified.

Right to erasure (right to be forgotten)

You have the right for your data to be erased.

Right to restriction of processing

You can get us to restrict the processing of your personal information in certain circumstances. We will implement and maintain appropriate procedures to assess whether a request to restrict the processing of your data can be implemented. Where the request for restriction of processing is carried out then we will write to you to confirm the restriction has been implemented and when the restriction is lifted.

Right to data portability

You have a right to receive the data in electronic format to give to another data controller.

Right to object

You have a right to object to the processing of your personal data in specific circumstances. Where such an objection is received, we will assess each case in its merits.



Right not to be subject to automated decision making

You have the right not to be subject to a decision based solely on automated processing, where such decisions would have a legal or significant effect concerning you.

Right to complain

We will implement and maintain a complaints process whereby you will be able to contact the Data Protection Officer. The Data Protection Officer will work with you to bring the complaint to a satisfactory conclusion for both parties.

Personal data breaches

A 'personal data breach' is defined as meaning a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed. (e.g. the most common breach incidents that can occur are correspondence issuing to an unauthorised third party). Any loss of personal data in paper or digital format is considered to be a personal data breach.

