



# Data Protection Statement

## *Charter for Digital Inclusion*

Your privacy is important to us, and we are fully committed to keeping your personal information safe. This data protection statement is intended to provide you with information about the personal information we collect about you and how that information is used and shared when you complete the *Charter for Digital Inclusion* Form. It also sets out your privacy rights. Please take a moment to familiarise yourself with our privacy practices so that you are fully aware of how and why we are using your personal data.

### **1. Data Controller**

The [Minister for Enterprise, Tourism and Employment \(the “Department”\)](#) is a **Data Controller** for the *Charter for Digital Inclusion*.

This means that we have certain responsibilities when we process or “use” your Personal Data. Part of these responsibilities include that we provide you with information about your personal data. This information is set out in this Data Protection Statement.

### **2. Our Data Protection Officer**

We have appointed a **Data Protection Officer**, Ms. Celyna Coughlan for you to contact if you have any questions regarding this data protection statement, our privacy practices or if you wish to exercise your data rights. Our Data Protection Officer can be reached by e-mail at: [dataprotection@enterprise.gov.ie](mailto:dataprotection@enterprise.gov.ie). We value your opinions. Should you have any questions or comments related to this data protection statement, please contact us at: [dataprotection@enterprise.gov.ie](mailto:dataprotection@enterprise.gov.ie).

### **3. What is the Charter for Digital Inclusion?**

The Charter for Digital Inclusion is a set of commitments to which businesses and organisations can sign up to maximise their efforts in contributing to bridging the

digital gap by promoting basic digital skills, building awareness and helping people get online.

When completing the *Charter for Digital Inclusion Form*, some personal data will be required, such as name of nominated individuals, e-mail address etc. (see section 4 below for details).

Any personal information collected during the completion of the form will be used for the processing of your company's or organisation's registration for inclusion in the *Charter for Digital Inclusion*. The name of your business/organisation on successful completion will be added to the list of signatories that will be published on the Department's website.

#### **4. Information we will ask for in the form you will need to complete to register for your inclusion in the Charter for Digital Inclusion?**

In order to apply to have your company included in the *Charter for Digital Inclusion*, you will need to complete an on-line form. This form will ask you for certain information including some personal data. This will include:

- the digital inclusion commitments your organisation is signing up to;
- a description of how your organisation will demonstrate these commitments;
- details about your organisation or business (name, sector, website);
- contact information for a nominated representative (name and email).

This email address, and any other information outlined above will not be shared with third parties or affiliates for marketing or promotional purposes.

We would ask that you do not submit personal information as part of the free text to be entered in part 2 of the On-line Form.

#### **5. Why are we using your personal data?**

We will use your personal data to:

- Record and publicly recognise your organisation's participation in the *Charter for Digital Inclusion*;

- Communicate with your organisation regarding Charter-related initiatives and updates;
- Develop and share best practices in digital inclusion;
- Facilitate collaboration and reporting on progress.

## **6. What is our legal basis for using your personal data?**

We are required by data protection law to indicate to you the legal basis which relates to our use of your personal data. These are (as relevant):

- Article 6(1)(e) [GDPR](#) - processing is necessary for the **performance of a task carried out in the public interest** or in the **exercise in official authority vested in the Controller** (in this case the Controller is the Minister for Enterprise, Tourism and Employment; the “Department”); and
- Article 6(3) [GDPR](#) - processing under **Article 6(1)(e) is provided for under Union law or Member State law** – in this case the relevant Union and National law is: The Ministers and Secretaries Act, 1924, as amended.

The Charter is a commitment under the Digital Inclusion Roadmap, which also falls under Harness Digital - the National Digital Strategy.

## **7. Who has access to the data?**

Staff in the Department of Enterprise, Tourism and Employment (DETE) with responsibility for the *Charter for Digital Inclusion*.

## **8. Data storage and retention**

The Department of Enterprise, Tourism and Employment, will store your personnel data securely and will not retain or use your personal information for any longer than is necessary. Your information will be retained for as long as your organisation remains a signatory to the Charter, or until you request its removal.

## **9. International transfers**

We do not transfer your personal data outside the [European Economic Area \(EEA\)](#).

## 10. Your data rights

You have certain rights under data-protection law in relation to how we use your personal information. You have the right, free of charge, to:

- Request a **copy** of the personal information we hold about you. You can do this by completing a [Subject Access Request](#) (SAR) form. A copy of the [form is available here](#).
- **\*Rectify** any **inaccurate** personal information we hold about you. If your personal data is incomplete, you have the right to have data completed, including by means of providing supplementary information.
- **Restrict** processing of your personal information in certain limited circumstances (e.g. if you have contested the accuracy of your personal data, for a period enabling us to verify accuracy).
- Not be subject to a decision which is based solely on **automated processing** where that decision produces a legal effect on you or otherwise significantly affects you. We do not make automated decisions of this nature.

We may take measures to verify your identity. We will do this by reference to copies of acceptable identification documentation supplied by you.

## 11. Making a complaint

In the first instance, we would ask you to **contact us directly** if you have concerns about how we process your personal data. You can do this by e-mailing us at: [dataprotection@enterprise.gov.ie](mailto:dataprotection@enterprise.gov.ie).

You can also [Make a Complaint](#) with the [Data Protection Commission \(DPC\)](#) if you have concerns about how we process your personal data.

## 12. Changes to this data protection statement

We may update this data protection statement from time to time. If we make changes, we will notify you prior to the changes taking effect by posting a statement on our website.

**8<sup>th</sup> August 2025**