



ÚDARÁS UCHTÁLA na hÉIREANN THE ADOPTION AUTHORITY of IRELAND

Privacy Statement

The Adoption Authority of Ireland is committed to protecting your privacy. This Privacy Statement tells you about your privacy rights and sets out how we, as a Data Controller, collect and process personal data about:

- Visitors to our websites
- Individuals who we communicate or interact with in the course of the provision of our services
- Individuals whose personal data is provided to us in connection with the provision of our services, whether directly or indirectly
- Individuals who attend events we organise
- Individuals who are employed or engaged by suppliers of goods or services or parties tendering goods or services

This Privacy Statement should be read in conjunction with our Cookie Policy.

Information we collect

“Personal data” means any information about an individual from which that person can be identified. We do not collect any personal data about you on our website, apart from information which you volunteer (for example by emailing us, using our web contact forms, and as set out in our Cookie Policy).

In providing our services, we may also receive personal data directly and indirectly, including from the Child and Family Agency (Tusla), Adoption Agencies, Government Departments, non-statutory bodies such as religious congregations who may hold records concerning birth and early life information, and publicly accessible sources. Categories of such personal data include: names of adoptive and prospective adoptive parents, birth parents, adopted persons; addresses; contact information; health data; genetic data; religious beliefs; marital status; criminal convictions or offences data, and other information that is relevant to the provision of our services.

If you do not provide us with personal data we request, we may not be able to provide you with our services or respond to any questions or requests you submit to us via our website, by telephone, email or in writing. We will tell you when we ask for personal data whether it is a contractual requirement or needed to comply with our legal obligations.

How we use personal data we collect

We will only use your personal data for the purposes and legal bases set out in the table below:

Purpose/Activity	Type of Personal Data	Lawful basis of processing
<p>To provide our services, including:</p> <ul style="list-style-type: none"> - Communicating with you in relation to: post-adoption information and tracing; registering your contact preferences on the NACPR; the adoption process (domestic and intercountry); counselling services; providing information about adoption related-issues 	<p>Personal data relating to you, and in certain cases other persons such as your birth child or parents, or adopted child or parents, as applicable. (The type of personal data processed will depend on who you are and the service you are availing of).</p>	<ul style="list-style-type: none"> (a) To comply with our legal obligations under the Adoption Acts 2010 (as amended) or when required by other applicable laws (b) For public interest reasons and in the exercise of our official authority under Article 6(1)(e) GDPR and s.96 of the Adoption Acts 2010 (as amended) (c) Where necessary to protect your vital interests or those of another living person
<p>To perform our statutory functions, including:</p> <ul style="list-style-type: none"> - Communicating with, receiving and transferring information to Tusla, in relation to information and tracing services, and in respect of adoption applications - Communicating with Adoption Agencies, Government Departments, and other third parties 	<p>Names of adoptive and prospective adoptive parents, birth parents, adopted persons; addresses; contact information; health data; genetic data; marital status, financial information, religious beliefs; child protection and Garda vetting details</p>	<ul style="list-style-type: none"> (a) To comply with our legal obligations under the Adoption Acts 2010 (as amended) or when required by other applicable laws (b) For substantial public interest reasons and in the exercise of our official authority under Article 6(1)(e) and Article 9(2)(g) GDPR (where applicable) and s.96 of the Adoption Acts 2010 (as amended) (c) Where necessary to protect your vital interests or those of another living person (d) Data relating to criminal convictions or offences shall be only be processed where authorised by s.55 of the Data Protection Act 2018 or other Irish law.
<p>Transferring personal data to service providers, including third party recruitment service providers, and IT service providers</p>	<p><i>[Insert types of personal data]</i></p>	<ul style="list-style-type: none"> (a) To comply with our legal obligations under the Adoption Acts 2010 (as amended) or when required by other applicable laws (b) For public interest reasons and in the exercise of our official authority under Article 6(1)(e) GDPR and s.96 of the Adoption Acts
<p>To operate our website:</p> <ul style="list-style-type: none"> - Deployment of strictly necessary cookies 	<p>Our strictly necessary cookies collect:</p> <ul style="list-style-type: none"> - your unique user ID 	<ul style="list-style-type: none"> (a) To comply with our legal obligations (b) For public interest reasons and in the exercise of our official authority

	- your IP address - Network location	under Article 6(1)(e) GDPR and s.96 of the Adoption Acts
To improve our website, in particular the information we provide about our services and to increase the number of people finding our website: - Deployment of optional cookies	Other optional cookies process the following personal data: - the date, time and duration of visits - the number of pages viewed - the amount of time spent on the website - your device information - your IP address	Consent (which you can withdraw at any time)
For the purpose of responding to freedom of information requests; data protection requests; a binding request from a public authority or court	The categories of personal data relevant to the request, or as specified in court order	To comply with our legal obligations
For public interest reasons in the area of public health including protecting against serious cross-border threats to health	Health data	To comply with any legal or regulatory obligations and any public health requirements pursuant to Article 6(1)(c) and Article 9 (2)(b) GDPR and s. 8 of the Safety, Health and Welfare at Work Act 2005, and/or Article 9(2)(i) GDPR and s.53 Data Protection Act 2018
Recruitment and Selection of Candidates - Reviewing job applications and CVs - Arranging interviews - Preparing interview notes	Names; addresses; contact information; CVs	(a) To perform or enter into a contract with the data subject; (b) For public interest reasons and in the exercise of our official authority under Article 6(1)(e) GDPR and s.96 of the Adoption Acts

We will retain your personal data only for as long as necessary for the purposes for which it was collected; as required by law, and for the exercise and defence of legal claims that may be brought by or against us.

We will retain personal data about job applicant candidates for no more than one year. Any health data collected in the context of managing health epidemic or pandemics will only be retained for so long as is necessary and updated from time to time in line with legal requirements and best practice.

Disclosure of your information

We may disclose your personal data to:

- A third party who provides a service to us (including cloud service providers or legal advisers), who provide a service to us

- Tusla, Adoption Agencies, Government Departments and other third parties where necessary for the performance of our functions under the Adoption Act 2010 (as amended) or other applicable laws
- A third party where we are under a duty to disclose or share your personal data in order to comply with any legal obligation or court order
- A third party where it is necessary to protect the vital interests of the data subject or another natural person
- A third party who tenders to us or provides services or goods to us

To the limited extent that it is necessary to transfer personal data outside of the EEA, we will ensure appropriate safeguards are in place to protect the privacy and integrity of such personal data, including standard contractual clauses under Article 46.2 of the GDPR or an adequacy decision under Article 45 for the GDPR. Please contact us if you wish to obtain information concerning such safeguards (see Contact Us below).

Links to other websites

Our website may, from time to time, contain links to and from other websites. If you follow a link to any of those websites, please note that those websites have their own privacy policies, and we do not accept any responsibility or liability for those policies. Please check those policies before you submit any personal data to those websites.

Your rights

You have the right to request access to, rectification, or erasure of your personal data, or restriction of processing or object to processing of your personal data, as well as the right to data portability. In each case, these rights are subject to restrictions as laid down by law. The following is a summary of your rights:

- **The right of access** enables you to receive a copy of your personal data
- **The right to rectification** enables you to correct any inaccurate or incomplete personal data we hold about you
- **The right to erasure** enables you to ask us to delete your personal data in certain circumstances
- **The right to restrict processing** enables you to ask us to halt the processing of your personal data in certain circumstances
- **The right to object** enables you to object to us processing your personal data on the basis of our legitimate interests (or those of a third party)
- **The right to data portability** enables you to request us to transmit personal data that you have provided to us, to a third party without hindrance, or to give you a copy of it so that you can transmit it to a third party, where technically feasible.

You have the right to lodge a complaint with the Data Protection Authority, in particular in the Member State of your residence, place of work or place of an alleged infringement, if you consider that the processing of your personal data infringes the GDPR. In Ireland, this is the [Data Protection Commission](#).

You also have the right to withdraw your consent to our processing of your personal data at any time (without affecting the lawfulness of processing based on consent before its withdrawal), in circumstances where we rely on this legal basis to process your data.

If you wish to exercise any of these rights, please contact us (see Contact Us below). We will respond to your request within one month. That period may be extended by two further months where necessary, taking into account the complexity and number of requests. We will inform you of any such extension within one month of receipt of your request. We may require proof of identification to verify your request. We have the right to refuse your request where there is a basis to do so in law, or if it is manifestly unfounded or excessive.

Security and where we store your personal data

We are committed protecting the security of your personal data. We use a variety of technologies and procedures to help protect your personal data from unauthorised access and use. As effective as modern security practices are, no physical or electronic security system is entirely secure. We cannot guarantee the complete security of our database, nor can we guarantee that information you supply will not be intercepted while being transmitted to us over the internet. Any transmission of personal data is at your own risk. We have implemented strict internal guidelines to ensure that your privacy is safeguarded at every level of our organisation. We will continue to revise policies and implement additional security features as new technologies become available.

Changes to this Privacy Statement

We reserve the right to change this Privacy Statement from time to time at our sole discretion. If we make any changes, we will post those changes here and update the “Last Updated” date at the bottom of this Privacy Statement. However, if we make material changes to this Privacy Statement, we will notify you by means of a prominent notice on the website prior to the change becoming effective. Please review this Privacy Statement periodically for updates.

Contact Us

Questions, comments, requests and complaints regarding this Privacy Statement and the personal data we hold are welcome, and should be addressed to dataprotection@aai.gov.ie or sent in writing to: The Adoption Authority, Shelbourne House, Ballsbridge, Dublin 4, D04H6F6.

All requests will be dealt with promptly and efficiently.

Last Updated: 21 March 2022