



Geological Survey Ireland

Data Privacy Notice

July 2021



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 info@gsi.ie or by writing to GDPR Manager, Geological Survey Ireland, Dept. of the Environment, Climate and Communications, Block 1, Booterstown Hall, Booterstown, Blackrock, Co Dublin, A94 N2R6. Alternatively, you can telephone 01 678 2896.

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 Environment, Climate and Communications](#).



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 Dept. of the Environment, Climate and Communications, Block 1, Booterstown Hall, Booterstown, Blackrock, Co Dublin, A94 N2R6. [Contact details](#) can be found on our website <https://www.gsi.ie/>

How do we collect information from you?

We obtain information about you, in a number of ways:

- if you contact us with a query (in person, email or telephone);
- if you register to download our data;
- if you fill in an online form;
- if you purchase an item from our shop;
- if you submit an entry to a competition we run;
- if you apply for a job with us;
- if you provide a service to us;
- if you attend one of our events;
- if you sign up to one of our mailing lists.

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;
- process orders that you have submitted;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest to you. These may include information about events, newsletters, data updates, job opportunities or products or services;
- notify you when the low-flying aircraft is in your area or when sampling teams are in your area in case of any sensitivities on the ground which you have requested (Tellus);
- 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 is necessary for the relevant activity, as long as you wish to remain on our mailing list or as long as you wish to remain subscribed to our data download site. We will delete your personal



data once you UNSUBSCRIBE from a mailing list or from our data download site. Details on how to unsubscribe your personal data will be included with all emails you receive from us or upon request.

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.

The Tellus Programme uses a third party communications company who manage the Tellus information line. This company is accredited to ISO 27001:2017 Information Security Management, and does not share the information they collect with anyone else and are GDPR compliant.

If you purchase a product from us on our website, your card information is not held by us, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

If you phone us to purchase a product, your credit card details are recorded on a form which is shredded after the payment has been processed.

Any personal details submitted via the GSI 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 by email, phone or text message unless you have given your prior consent.

If you have signed up to one of our mailing lists or subscribed to our data download site, details on how to update or remove (unsubscribe) your personal data will be included with all emails you receive from us.

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

Paper data is kept in filing cabinets and staff access cards are required to enter these areas. Personal paper based data is shredded once the purpose for its collection has been completed. For example, if you phone us to purchase a product, your credit card



details are recorded on a form which is shredded after the payment has been processed.

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

Profiling

We use any information we collect for statistical and administrative purposes only.

Use of 'cookies'

Like many other websites, the Geological Survey Ireland 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. We’re in the process of eliminating our usage of any such services.

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.

For example, we use ArcGIS Online whose servers are based in both the USA and Europe. We’re currently moving all of our services to the EU based servers.

We previously used MailChimp to manage our Mailing Lists whose servers are based in the USA. We have built our own mailing list manager app and we now host the data on our own secure servers.

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 22nd July 2021.



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 and completing a Subject Access Request form.

Right to withdraw consent

Where we have collected your data on the basis of 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)

Where we process personal data it is because there is normally a statutory basis for the processing. Where we receive a request from you looking to exercise your right of erasure then we will carry out an assessment of whether the data can be erased without affecting our ability to provide future services to you.

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

The Department processes personal data it collects because there is normally a statutory basis for the processing. Where the Department has collected personal data



on data subjects by consent or by contract then the data subjects 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.

