

## **Notice for NLI website**

### **Data Protection**

The Data Protection Acts 1988 & 2003 grant rights relating to personal information (whether stored on computer, on paper or otherwise) and impose obligations on those who maintain such information.

The Library, as a Data Controller must adhere to the eight rules of Data Protection, these include:

- Obtain and process information fairly
- Keep it only for one or more specified, explicit and lawful purposes
- Use and disclose it only in ways compatible with these purposes
- Keep it safe and secure
- Keep it accurate, complete and up-to-date
- Ensure that it is adequate, relevant and not excessive
- Retain it for no longer than is necessary for the purpose or purposes
- Give a copy of his/her personal data to that individual on request

### **When to use the Data Protection Acts**

You may use either the Freedom of Information Acts or the Data Protection Acts to access personal information held by public bodies. However, the Data Protection Acts apply only to your own personal information (or in certain circumstances that of your child) and requires an application fee of €6.35.

### **To make a request for access under the Data Protection Acts**

To make a request for access to personal data under the Data Protection Acts, you must submit the request in writing. You do not need to quote the Data Protection Acts, but it is a good idea to do so. You should also include any additional details that would help to locate your information. You may be asked for evidence of your identity, to ensure that personal information is not given to the wrong person. You must include the fee of €6.35.

Once you have made your request, and paid the appropriate fee, you must be given the information within 40 days.

Data protection requests should be made to:

Gordon Farrell  
National Library of Ireland  
4 Kildare Street  
Dublin 2

For more information about rights under the Data Protection Acts, please contact:

Office of the Data Protection Commissioner  
Canal House  
Station Road  
Portarlinton  
Co. Laois

Lo Call 1890 252 231  
Telephone +353 57 868 4800

E-mail [info@dataprotection.ie](mailto:info@dataprotection.ie)

Web: [www.dataprotection.ie](http://www.dataprotection.ie)