



An Bord Achosmaírc um Sheirbhísí Maoine  
**Property Services Appeal Board**

## Privacy Notice

### ***Introduction***

1. The data you provide is collected by the Property Services Appeal Board (PSAB) – the data controller for the information you provide is the PSAB and the data controller's contact details are:

The Secretary  
Property Services Appeal Board,  
The Custom House  
Memorial Road  
Dublin 1  
D01 W6X0  
Email: [psabsecretary@psab.ie](mailto:psabsecretary@psab.ie)

### ***How will your personal data be used?***

2. We may use the personal data as provided to us for the following purpose(s):
  - a. to process your appeal and any other legitimate purpose connected to your appeal, and
  - b. to carry out our statutory remit to hear and/or determine your appeal.

We will only collect and use this data in accordance with this Privacy Policy.

### ***Legal Basis for processing your Personal Data***

3. The Board collects and processes data in order to fulfil the statutory functions conferred on it pursuant to PART 8, section 74(1) of the *Property Services (Regulation) Act 2011* to hear and determine appeals against certain decisions of the Property Services Regulation Authority referred to it. Our legal basis for collecting and processing this data is as follows:

Article 6(e) of the *General Data Protection Regulation* (EU Regulation 2016/679) and section 38(1)(a) of the *Data Protection Act 2018*, both of which provide that the processing of personal data shall be lawful to the extent that such processing is necessary and proportionate for the performance of a function of a controller conferred by or under an enactment.

### ***Security of Personal Data***

4. The personal data provided will be stored securely on Department of Housing, Local Government and Heritage's servers or other as appropriate. In the course of dealing with an appeal, the Board will need to share your personal data with other parties to your appeal namely the licensee and the Property Services Regulatory Authority. Your personal data will not be shared with any other parties without your consent.

### ***Contact for Queries***

5. The contact for any queries in relation to this form is;  
The Secretary of the Property Services Appeal Board, Telephone (087) 1499674, Email: [psabsecretary@psab.ie](mailto:psabsecretary@psab.ie).
6. Personal Data will be retained in line with the National Archives Act 1986 requirements as set out under Section 2(2) of the Act.

### ***How to Request a copy of your Personal Data***

7. You can request a copy of your personal data by completing a Subject Access Request (SAR) form, available:
  - at [Department of Housing, Local Government and Heritage: Make a Subject Access Request](#)
  - from the Data Protection Support and Compliance Office (DPSCO) at the address below.

Forward the completed form by email to [data.protection@housing.gov.ie](mailto:data.protection@housing.gov.ie) or by post to the Department of Housing, Local Government and Heritage's Data Protection Officer at the address below. You will be required to verify your identity before the data can be forwarded to you. The time limit for responding to a SAR commences once your identity has been verified.

### ***Your Rights in relation to your Personal Data***

8. You have the right to have any inaccuracies in your data *rectified*. To do this you should write to the Property Services Appeals Board, The Custom House, Memorial Road, Dublin 1, D01 W6X0, documenting the inaccuracies which need to be rectified. The right to rectification is not absolute and each request will be considered on its own merits.

9. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on the processing of your data as well as the right to object to the processing of your data. The right to erasure, restriction or objection is not absolute and each request will be considered on its own merits.
10. You have the right to lodge a complaint with the Data Protection Commission (DPC). You can contact the DPC by webforms on their website [www.dataprotection.ie](http://www.dataprotection.ie) or by post to:

21 Fitzwilliam Square South  
Dublin 2  
D02 RD28

Further details in relation to your data protection rights can be found in the [Department of Housing, Local Government and Heritage: Data Protection Policy](#).

#### ***Contact the DPO***

You can contact the Data Protection Officer (DPO) for the Department of Housing, Local Government and Heritage by post at:

The Data Protection Officer,  
Department of Housing, Local Government and Heritage,  
Newtown Road,  
Wexford,  
Y35 AP90.  
Or  
by email - [data.protection@housing.gov.ie](mailto:data.protection@housing.gov.ie)