



Panel A – Customer details

To be completed and signed by the Client(s). This form must be completed by all those registered to a Department identification number e.g. Herdnumber, Forest Owner number etc. If the Department identifier is registered to more than one individual, then all interested parties must sign this form. Provision has been made for up to 3 interested parties below.

Please use BLOCK CAPITALS.

Name(s): _____

(as registered with the Department of Agriculture, Food and the Marine)

Address: _____

Telephone No: _____ Mobile No: _____

Do you wish to receive text messages in relation to your business with the Department, including information on scheme deadlines, payments and other alerts. Yes No

Department Identifier _____

(e.g. Herd number, Forest Owner number, Registered Farm Partnership Number etc.)

Liability, Indemnity, Authorisation and Declaration.

The Department of Agriculture, Food and the Marine shall not be liable for any direct or indirect loss or liability to the client resulting from the actions of the nominated contact(s) in respect of the clients personal matters or personal data. Full responsibility for the actions of the nominated contacts rests with the individual concerned. **The Department reserves the right to withdraw this service from an individual where there is evidence of improper use of the service.**

I/We confirm that the information in this **Panel A** is correct to the best of my/our knowledge and that it refers to me/us.

I/We further confirm that I am/we are the registered interested parties of the Department identifier mentioned above. I/We authorise the Department of Agriculture, Food and the Marine to forward my/our personal details/data to the nominees at **Panel B**.

I/We understand that all data held/requested/accessed by the Department is subject to Data Protection Legislation.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

I/we wish to have the nominated contact(s) in respect of whom details are supplied in Panel B below, to act on my/our behalf in personal matters including access to personal data, with the Department of Agriculture, Food and the Marine.

Panel B – Nominated Contact's details

To be completed in respect of the nominated contact and to be signed by the nominated contact. Please use BLOCK CAPITALS.

The personal data sought from you, the nominated contact is required to enable you act on behalf of the client(s) in relation to personal matters, including access to personal data, arising with the Department of Agriculture, Food and the Marine. Failure to provide all the personal data required will result in DAFM being unable to authorise you to act on behalf of the client(s).

Name of nominated contact 1: _____

Organisation Name or relationship to client: _____

Signed: _____ Date: _____

Name of nominated contact 2: _____

Organisation Name or relationship to client: _____

Signed: _____ Date: _____

Name of nominated contact 3: _____

Organisation Name or relationship to client: _____

Signed: _____ Date: _____

Name of nominated contact 4: _____

Organisation Name or relationship to client: _____

Signed: _____ Date: _____

This form, when completed, should be emailed to CCSAdmin@agriculture.gov.ie or sent to the following address:

**Department of Agriculture, Food and the Marine (CCS),
Government Buildings,
Farnham Street,
Cavan,
H12 D459**



Data Protection Notice

1. The personal data sought from you, the client is required for the purpose of authorising a nominated contact to act on your behalf in relation to personal matters, including access to personal data, arising with the Department of Agriculture, Food and the Marine. Failure to provide all the personal data required will result in DAFM being unable to authorise the nominated contact to act on your behalf.
2. The data provided for this purpose is subject to current Data Protection legislation.
3. Information provided on this form will be shared with other Business Areas within the Department for the purposes of allowing the nominated contact to act on your behalf.
4. The data submitted will be retained by DAFM only as long as there is a business need to do so in line with the purposes for which it was collected. It will then be marked for destruction and will be destroyed in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permissions received from them.
5. Each individual has data protection rights, which have been further enhanced by the introduction of the General Data Protection Regulation (GDPR) effective from 25 May 2018. These rights, where applicable, are:
 - A right to access, rectify or erase their personal data
 - A right to restriction of processing
 - A right to object or withdraw consent to processing
 - A right to data portability
 - A right to make a complaint to the Data Protection Commissioners Office
<https://www.dataprotection.ie>

Further information is available here - www.agriculture.gov.ie/dataprotection/

6. The Data Controller for the collection and processing of all personal data in the Department of Agriculture, Food and the Marine is the Minister for DAFM as a legal entity.
7. The Data Protection Officer can be contacted in relation to any of your rights outline as above:
Data Protection Officer, Data Protection Unit, Corporate Affairs, Department of Agriculture, Food and the Marine, Pavilion A, Grattan Business Park, Dublin Road, Portlaoise, Co. Laois. R32 K857.
Email: dataprotectionofficer@agriculture.gov.ie
8. Technical information on the cookies used on our Department's website is available at the following link: <https://www.agriculture.gov.ie/legalnotices/privacy/>



Authorisation Form to allow other nominated contact(s) to act on behalf of a client in respect of personal matters, including access to personal data, arising with the Department of Agriculture, Food and the Marine (DAFM)

DAFM Auth 4

Please complete the attached application form if you wish to authorise the nominated contact(s) listed to act on your behalf in personal matters, including access to personal data, arising with the Department of Agriculture, Food and the Marine. Please ensure that the data you provide on the form is complete and accurate. Incomplete forms will be returned and this will delay the authorisation process.

The agreement between you and the nominated contact(s) will remain in place until such time as either party notifies the Department in writing that the agreement is terminated.

In order that the nominated contact can act on your behalf, that person will have access to all current and previous years' information including personal data, in relation to all your interactions with DAFM e.g. scheme applications, animal welfare issues, disease testing etc.

Please read the "Liability, Indemnity, Authorisation and Declaration" Section on the application form before signing.

The form, when completed, should be scanned and emailed to CCSAdmin@agriculture.gov.ie or sent to the following address:

***Department of Agriculture, Food and the Marine, (CCS)
Government Buildings,
Farnham Street,
Cavan,
Co Cavan.
H12 D459***

If you have any queries in relation to the form, please contact **(049) 436 8279**.

CCS Administration