



## Application for Labour Market Access Permission

### This form is for:

This form is for International Protection Applicants who want to work in the State and have never had a Labour Market Access Permission before.

### You should use this application form if:

- ✓ You are an applicant for International Protection in Ireland,
- ✓ You have waited at least 5 months from the "Application Received" date shown on your Temporary Residence Card (TRC / blue card),
- ✓ You did not receive a first instance recommendation within 6 months,
- ✓ You are cooperating with the international protection process – delays in receiving a recommendation must not be attributable to you,
- ✓ You have not previously been granted a Labour Market Access Permission

### How to complete this form:

- ✓ Complete this form in English in BLOCK CAPITAL letters
- ✓ Complete all sections fully
- ✓ Place a tick in the relevant boxes
- ✓ Sign the data privacy notice

Incomplete or unsigned applications cannot be processed

### How to submit this form:

You should email [LMAUApplications@justice.ie](mailto:LMAUApplications@justice.ie) with:

- ✓ This form completed and in a pdf format
- ✓ Your personal ID number in the subject bar
- ✓ A clear copy of your valid and in date TRC (blue card)
- ✓ Either a description of the identity documents you have provided to the IPO to establish your identity or a description of the efforts you have made to obtain identity documents

Emailed applications are preferred. You may also post this application form free of charge to:  
Labour Market Access (LMA), PO Box 12931, Freepost FDN5264, Dublin 2

### Next Steps:

- ✓ You will receive an automated ticket number when you submit your application by email. Please reply to this with any queries or additional submissions.
- ✓ If any questions arise you will be contacted by email.
- ✓ When a decision is made you will be notified by email.
- ✓ If successful your permit will be posted to the address you have registered with the IPO. It is your responsibility to keep this address up to date.

## **Data Privacy Notice**

### ***Introduction***

1. The data you provide is collected by the Labour Market Access Unit in Immigration Service Delivery, a Business Unit of the Department of Justice (DoJ). The data controller for the information you provide is the Department of Justice and the data controller's contact details are: Labour Market Access Unit (LMAU), Department of Justice, PO Box 12931, Freepost FDN5264, Dublin 2.

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

2. We may use the personal data you provide for the following purpose(s):
  - Assessing your application for permission to access the labour market
  - Verifying your identity
  - Confirming your right to work in the State
  - Verifying details of your employment with your employer

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

3. Our legal basis for collecting and processing this data is as follows:
  - European Communities (Reception Conditions) Regulations 2018 to 2021

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

4. The personal data provided will be stored securely on DoJ IT servers

### ***Sharing of Personal Data***

5. It may be shared, where appropriate, with the following third parties:
  - The International Protection Office
  - The International Protection Appeals Tribunal
  - International Protection Accommodation Service
  - Workplace Relations Commission
  - An Garda Síochána
  - Any state agencies which provide labour market services
  - Other government departments and agencies
  - EEA police forces
  - Service providers of the DoJ, for example data handling and storage providers, producers of Labour Market Access Permissions

### ***Further processing of your Personal Data***

6. Where it is necessary and proportionate to do so, in accordance with the Data Protection Act 2018 and the GDPR, further personal data may be requested or received from/provided to other Public Authorities/competent authorities<sup>[1]</sup>/ international organisations for the purpose of
  - a. Verifying that you have not acted in such a way as to delay the first instance decision on your international protection application and the precise legal basis for such

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<sup>[1]</sup> A competent authority means:

- A public authority competent for the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties in the State, including the safeguarding against, and the prevention of, threats to public security, or
- Any other body or entity authorised by law to exercise public authority and public powers for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties in the State, including the safeguarding against, and the prevention of, threats to public security.

processing/information sharing is the European Communities Reception Conditions Regulations 2018 to 2021.

7. We may also process your personal data for research or statistical purposes as allowed under the Data Protection Act 2018 and the GDPR.

### **Contact for Queries**

8. The contact for any queries is: **Labour Market Access (LMA), Department of Justice, PO Box 12931, Freepost FDN5264, Dublin 2.**

You may also email **LMAUQueries@justice.ie**

### **How long will Personal Data be retained?**

9. This data will be stored in accordance with the requirements of the National Archives Act 1986.

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

10. You can request a copy of your personal data by completing a Subject Access Request (SAR) form, available:

- at [http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection) or
- from the Data Protection Support and Compliance Office (DPSCO) at the address below.

Forward the completed form by email to [subjectaccessrequests@justice.ie](mailto:subjectaccessrequests@justice.ie) or by post to the DoJ 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**

11. You have the right to rectify any inaccuracies in your data. To do this you should write to: Labour Market Access Unit (LMAU), Department of Justice, PO Box 12931, Freepost FDN5264, Dublin 2, 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.
12. 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. To do this you should write to the Business Unit as set out above. The right to erasure, restriction or objection is not absolute and each request will be considered on its own merits.
13. 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 Justice Data Protection Policy available at:

[http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection)

Contact the Data Protection Officer (DPO): [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie)

I acknowledge that I have read and understood the information outlined above, which relates to my data protection rights.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of Parent/Guardian of applicant aged under 18 years: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Applications should be emailed to

**LMAUApplications@justice.ie**

## Section 1: Initial information

All fields within this section are mandatory.

1.1 Surname(s) \*

[illegible]

## 1.2 Forename(s) \*

[illegible]

### 1.3 Personal ID No.\*

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#### 1.4 Application Received Date \*

D	D	/	M	M	/	Y	Y	Y	Y
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**Note:**

The details provided here must match those shown on your Temporary Residence Certificate card (Blue Card) provided by the IPO

Applications will be refused if less than 5 *months* after your “Application Received” date.

## Section 2: Contact details

## 2.1 Email address \*

[illegible]

## 2.2 Phone number

[illegible]

## 2.3 Address \*

[illegible]**Postcode:**

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*Note:*

If the address you give here does not match the address on your IPO record you will be asked to update your IPO record before your permit application is processed.

## Section 3: Compliance with Application Conditions

You must answer all questions within this section AND meet the following criteria. (✓)

3.1 Declaration that the conditions of application have been met	Yes	No
My application for International Protection is 5 months old or more (the permission will not become valid until 6 months)		
I did not receive a first instance decision within 6 months of applying for International Protection		
I have cooperated fully with the International Protection process.		
I have made reasonable efforts to establish my identity. (Please attach/enclose any copies of additional identity documents).		
I will register with the Revenue Commissioners when I start a job or any self-employment activity (see <a href="http://www.revenue.ie">www.revenue.ie</a> for more information)		
I have attached a copy of my valid (in date) TRC		

DO NOT send your original TRC or any original documents with this application.  
Original identity documents should be submitted directly to the International Protection Office.

Submit your application form to [LMAUApplications@justice.ie](mailto:LMAUApplications@justice.ie)

## Section 4: For office use only

Please do not complete this section	Yes	No
Completed		
Permission sent		
Permission Number		

Date of Decision: