



An Roinn Dlí agus Cirt,  
Gnóthaí Baile agus Imirce  
Department of Justice,  
Home Affairs and Migration

## Voluntary Return Application Form Privacy Notice

### *Introduction*

1. The data you provide is collected by the Voluntary Return unit, a Business Unit of the Department of Justice, Home Affairs and Migration (DoJ). The data controller for the information you provide is the Department of Justice, Home Affairs and Migration and the data controller's contact details are:

**The Voluntary Return Unit,  
Repatriation Division,  
Department of Justice, Home  
Affairs and Migration,  
13-14 Burgh Quay,  
Dublin 2,  
D02 XK70.**

Or by email at [voluntaryreturns@justice.ie](mailto:voluntaryreturns@justice.ie).

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

2. We may use the personal data you provide for the following purpose(s):
  - To verify your identity;
  - To enable us to make a decision on your application;
  - To assist you to voluntary return to your Country of Origin

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

3. Our legal basis for collecting and processing this data is as follows:
  - International Protection Act 2015.
  - Immigration Act 1999.

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

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

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

4. It may be shared, where appropriate, with the following third parties:
  - National Embassies and Consulates with your permission;
  - The Department's Reintegration Partners - IOM and IRARA;
  - An Garda Síochána;
  - Garda National Immigration Bureau;
  - Documents you submit in support of your application may also be validated with the issuing authority/body.

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

5. There will be no further processing of your personal data.

### **Transfer of Personal Data outside the EEA**

6. No data is transferred outside the EEA.

### **Contact for Queries**

7. The contact for any queries in relation to this form is the Voluntary Return Unit, Repatriation Unit, The Department of Justice, Home Affairs and Migration, 13-14 Burgh Quay, Dublin 2 or [voluntaryreturns@justice.ie](mailto:voluntaryreturns@justice.ie).

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

8. This data may be retained until ISD can be sure that you will not have any further contact with the immigration services. This is an indeterminate period as your immigration history in the State may span a full lifetime. It will be referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986.

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

9. 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**

10. You have the right to rectify any inaccuracies in your data. To do this you should write to the Voluntary Return Unit, Repatriation Unit The Department of Justice, Home Affairs and Migration, 13-14 Burgh Quay, Dublin 2 or [voluntaryreturns@justice.ie](mailto:voluntaryreturns@justice.ie) 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.
11. 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.
12. You have the right to lodge a complaint with the Data Protection Commission (DPC). You can contact the DPC by web-forms 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 DPO**

You can contact the Data Protection Officer (DPO) for the Department of Justice by post at:

**The Data Protection Officer,  
Department of Justice, Home  
Affairs and Migration,  
51 St. Stephen's Green,  
Dublin 2, D02 HK52.**

Or by email - [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie)













