



**Oifig an
Rialaitheora Pleanála**
Office of the
Planning Regulator

DATA PRIVACY STATEMENT

OPR, DHLGH and CCMA

**Planning and Development Act 2024 Training
for the Local Authority Sector**

**Package 1 – Part 3 of the 2024 Act
Plans, Policies and Related Matters**

October and November 2025

September 2025

Prepared by the Office of the Planning Regulator
www.opr.ie

Privacy Statement

This statement provides you with information regarding the personal data about you which is held by the Office of the Planning Regulator (OPR).

The OPR fully respects your right to privacy. Your personal data will be treated with the highest standards of security and confidentiality, in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (“Data Protection Legislation”).

This statement relates to in-person training events that are being delivered by the OPR, in conjunction with the Department of Housing, Local Government and Heritage (DHLGH) and the County and City Management Association (CCMA) for local authority sector staff. The training is being delivered over two days at four regional locations (eight days in total with a final ninth day which is a sweeper day). Details of the nine dates and locations are included hereunder.

Day 1

Date	Venue
Tuesday, 14 October	The Kingsley Hotel, Cork
Wednesday, 15 October	The Tower Hotel, Waterford
Monday, 20 October	The Midlands Park Hotel, Portlaoise
Tuesday, 21 October	The Radisson RED Hotel, Galway

Day 2

Date	Venue
Tuesday, 14 October	The Kingsley Hotel, Cork
Wednesday, 15 October	The Tower Hotel, Waterford
Monday, 20 October	The Midlands Park Hotel, Portlaoise
Tuesday, 21 October	The Radisson RED Hotel, Galway

The ninth day is the sweeper day which will take place in the Grand Hotel in Malahide on Tuesday, 25 November 2025.

1. How we use personal data

The OPR needs to process certain personal data in order to carry out tasks required in the course of the performance of the OPR’s functions and to comply with certain legal obligations to which the OPR is subject. The OPR is the data controller in respect of this data.

Examples of this include:

- processing names and email addresses in order to register attendees for the training events;
- processing names and email addresses of the presenters
- presentations and other relevant material may be collated into a resource pack which may be shared electronically with attendees after the events;
- photographs from the training events may be published by the OPR on their website and/or in other OPR publications; and
- a recording will be produced of the training event scheduled to take place on 21 October in Galway and it is intended that this will be uploaded to the OPR and Department of Housing, Local Government and Heritage (DHLGH) websites for training purposes.

2. Where we source personal data

The OPR will generally receive personal data directly from the individual concerned. We will source personal data from external speakers in order to facilitate their participation in the training events. A member of OPR staff may take some photographs over the course of the nine training events. A videographer will be in attendance at the event scheduled for 21 October in Galway. The videographer will record the presentations only (not the Question and Answer session). If anyone does not wish to have their photograph taken or appear in the video, please let a member of OPR staff know on the day.

3. Purposes of the processing

The OPR will use your data for:

- registration purposes. To allow interested parties to gain access to the training events;
- preparation purposes. To liaise with presenters;
- information sharing. Presentations and other relevant material may be collated into a resource pack which may be shared electronically with attendees;
- training purposes. The recording of the training event in Galway on 21 October will be uploaded to the OPR and DHLGH websites so that local authority staff who were not able to attend the events in person can watch the recording; and
- promotional purposes. Photographs taken at the training events may be included in the OPR's annual report or other OPR publications or on the OPR's website.

The OPR will not process your personal data for any purpose other than that for which it was collected.

4. Lawfulness of processing

Article 6 (1)(a) of the GDPR allows for the processing of this information. By signing up for the training events, attendees have given their consent to the OPR to use their data for this purpose.

5. How long will we keep your data?

The OPR will only retain your personal data for as long as it is necessary for the purposes for which it was collected and subsequently processed, and in line with certain statutory requirements, where relevant. When the personal data that we collect is no longer required, we destroy or delete it in a secure manner.

6. Transfers of data outside the EEA

The OPR currently does not transfer personal data to a country or organisation outside of the EEA. In the event of such a transfer, appropriate safeguards will be put in place.

7. Data security

The OPR is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access.

8. Your rights

Data subjects have a number of rights in relation to personal data shared with the OPR:

- Access to personal information: Data subjects can ask us for a copy of the personal information we hold. Data subjects can ask us about how we collect, share and use personal information. To access a copy of the personal data held by the OPR, in relation to you, please make a Subject Access Request using the following form: <https://www.opr.ie/wp-content/uploads/2024/05/Subject-Access-Request-Form.pdf>
- Updating and correcting personal details.
- Removing consent: Data subjects can change their minds wherever they give consent, such as for direct marketing, or using sensitive information.
- Restricting and objecting: Data subjects may have the right to restrict or object to the OPR using personal information or using automated decision making.
- Deleting information (right to be forgotten). Data subjects may ask the OPR to delete personal information.
- Moving information (right to portability). Where possible the OPR can share a digital copy of your information directly with you or another organisation.

If a data subject wishes to exercise any data rights, they should refer to the Data Protection Officer.

You also have the right to complain to the Irish Data Protection Commission (www.dataprotection.ie link is external) if you consider that your rights under GDPR have been infringed, and you have the right to seek a judicial remedy.

Contacting Us

If you require further information, please contact the OPR's Data Protection Officer, contact details are provided below:

Data Protection Officer,
Office of the Planning Regulator,
Park House,
191-193A North Circular Road,
Dublin 7,
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