



Oifig an
Rialaitheora Pleanála
Office of the
Planning Regulator

DATA PRIVACY STATEMENT

Local Authority and Regional Assembly Staff Training Webinars

November 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”).

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 name and email address in order to register attendees for the training webinar, and
- processing name and email address of the presenter/s and any additional contributors who may join the Q&A panel.

2. Where we source personal data

The OPR will generally receive personal data directly from the individual concerned. We will also source personal data from external speaker/s in order to facilitate their participation in the event.

3. Purposes of the processing

The OPR will use personal data in order to:

- allow attendees secure access to the webinar;
- liaise with the speaker/s and any additional contributors who may join the Q&A element of the webinar;
- allow the OPR to circulate a feedback questionnaire/survey after the webinar, if applicable; and
- share a link to the recording of the webinar, if requested to do so by parties who are not available to attend the webinar.

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 online training event, attendees have given their consent to the OPR to use their data to register them for the event. In addition, by agreeing to deliver a presentation at the event and contribute to the Q&A element of the webinar the presenters and contributors to the Q&A element of the webinar have given their consent to the OPR to use their data to facilitate their participation in the event.

5. Recipients

Personal data will not be exchanged with any external organisations.

6. 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.

7. Transfer 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.

8. 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.

9. 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 data 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,
D07 EWV4
Email: dataprotection@opr.ie
Telephone: +353 (01) 854 6700

Version	Date of Change	Author	Reviewer	Summary of Change
1.	13/11/2025	COC		Creation