

## PRIVACY NOTICE

### Castletown House & Estate – Online Survey

The OPW has been conserving and protecting Castletown House and Estate since 1994. Over that time, the estate has expanded from an initial 13 acre holding to 227 acres under State ownership. Approximately, 235 hectares of the land between the Estate and the M4 is privately owned land, which the State has never owned. The State had a licence to access Castletown House and Estate from the M4 from 2007 until September 2023.

The landowner has the right to choose how they manage their land. Since 29th September 2023, the private landowner has withdrawn permission for Castletown Estate staff, people contracted by the OPW to carry out works on the House and Estate, deliveries to the café and house and other similar work, to cross their lands. The official (and currently only) entrance to Castletown House and all State owned lands is via the Celbridge Gate and Lime Avenue. The OPW is aware that the community continues to access the lands through the M4 entrance.

In order to offer a wide variety of events in 2024, to re-open Castletown House to guided tours in March 2024, and to procure a new café operator, the OPW must plan, recruit staff and open bookings. The OPW cannot make plans for 2024 until suitable solutions are found for staff, essential contractors and visitors.

The OPW want to work with the community to find a solution which works for both local residents and visitors to Castletown House and Estate. The OPW see this survey as the start of the conversation with the community, and an open opportunity for you to have your say. Further surveys may be undertaken as necessary over the coming months.

As Castletown House and Estate are maintained by the OPW on behalf of the people of Ireland, this survey is open for anyone over the age of 18 to complete and give their views.

#### Privacy Notice

- We are providing you with this information so you know what data we are collecting from you as part of this research study; what we are going to do with it; and your rights over our use of your personal data.

#### Your Personal Data

- Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

#### Who are We?

- SYSTRA and the OPW are *Joint Data Controllers*. This means we have decided how your personal data is processed and for what purposes.
- SYSTRA are the data processors.

## What Information is Being Collected?

- As part of the survey we will ask you questions on your travel behaviour when visiting the Castletown House and Estate, including travel mode; usual parking locations; reasons for travel choice; importance of parking; and question concerning your opinions of access to the House and Estate.
- The survey will also collect your IP address; this will only be used to identify and remove any duplicate responses and will not be linked to your answers or analysed in any way).
- The survey will also ask about your age and disability status, so we can identify whether sentiments towards access and usage of Castletown House and Estate vary between people with different characteristics.
- If you would like to be informed on the results of the survey, receive updates on the Castle House and Estate Stakeholders' Working Group, or receive generate updates on Castletown House and Estate, , you will be asked for your email address for this purpose.
- To allow the survey to function, some "strictly necessary" cookies are used for the online survey. More details can be found [here](#).

## How is Data Collected?

- Data is being collected via an online survey using SurveyMonkey software (privacy policy available [here](#)), with responses then stored securely on SYSTRA's network.
- The survey will be shared with you by the OPW and/or other key stakeholder based in or around Castletown House and Estate, or you may see the link advertised online, within the press or via social media.

## Why is it Being Collected?

- Our legal basis for collecting this data is known as 'consent'. This means we will always ask for your explicit consent before collecting any personal data.
- Cookies are used only for the essential operation of the survey.

## How will it be Used?

- SYSTRA complies with its obligations under the GDPR by: keeping personal data up to date; storing and destroying it securely; not collecting or retaining excessive amounts of data; protecting personal data from loss, misuse, unauthorised access and disclosure; and ensuring that appropriate technical measures are in place to protect personal data.
- Your data will be analysed anonymously with all other participant data. SYSTRA will report the aggregated and anonymous findings of the research to the OPW, who may share the anonymised results with other partners. No personal identifiers will be used in the report. Any open response comments you provide may be referenced in our reporting, to illustrate results of the survey, but will not be linked to any other data.
- If you indicate that you would like to receive the results of the survey, receive updates on the Castle House and Estate Stakeholders' Working Group, or receive generate updates on Castletown House and Estate, you will receive appropriate correspondence from the OPW. Your email address won't be used for any other purpose.

## Who will it be Shared With?

- SYSTRA will manage the survey and will not share your personal data (IP address, email address, demographic information) outside of SYSTRA.
- Other survey data, which does not contain personal data, will only be shared between SYSTRA and the OPW.

- Your responses will not be identifiable to the OPW, unless you provide any identifying information in free-form response boxes.

### **How long do we keep your personal data?**

- We keep your personal data for no longer than reasonably necessary. This will be no later than twelve months following completion of the survey (and by 28<sup>th</sup> February 2025 at the latest), after which all personal data (IP address) will be destroyed.

### **Your Rights & Your Personal Data**

You have the following rights with respect to your personal data:

- The right to request a copy of your personal data which SYSTRA holds about you;
- The right to request that SYSTRA corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for SYSTRA to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data; and
- The right to lodge a complaint with the Information Commissioner's Office.

### **Contact Details**

To exercise all relevant rights, queries or complaints please contact SYSTRA's Compliance Team at [UK\\_compliance@systra.com](mailto:UK_compliance@systra.com).

If you have any concerns or questions you can also contact the office of the Irish Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28

<https://www.dataprotection.ie/en/contact/how-contact-us>

### **Further Information**

If you would like any more information about the research study please contact [castletown@opw.ie](mailto:castletown@opw.ie).