

INFORMATION SHEET & PARTICIPANT APPLICATION FOR REPLACEMENT OF SAFE PASS REGISTRATION CARD

Safe Pass Registration Card

It is important that Applicants read (1) the [Safe Pass Information Overview](#) and (2) the following guidelines before completing the PARTICIPANT APPLICATION FOR REPLACEMENT OF SAFE PASS REGISTRATION CARD.

To request the replacement of your Safe Pass Registration Card you are required to:-

1. Complete the PARTICIPANT APPLICATION FOR REPLACEMENT OF SAFE PASS REGISTRATION CARD, sign the Declaration and attach one Passport Size Photograph, which must be signed on the reverse side.
2. Enclose either Euro (€) **postal order** or **bank draft** for **€25** made payable to SOLAS.
Please note SOLAS will not accept cash payments.
3. Return the completed Replacement Form **and** payment to:
Construction Services Unit
SOLAS
Castleforbes House
Castleforbes Road
Dublin 1

SOLAS will process your application and, provided that the Replacement Form is fully and accurately completed and the correct payment is attached, SOLAS will issue you with a Safe Pass Registration Card.

REPLACEMENT FORM – PLEASE SEE OVERLEAF

PARTICIPANT APPLICATION FOR REPLACEMENT OF SAFE PASS REGISTRATION CARD

PLEASE COMPLETE THIS FORM AND RETURN IT TO:-

SOLAS, Construction Services Unit, Castleforbes House, Castleforbes Road, Dublin 1.

Please Note: Incomplete Forms will be returned

The information supplied in this application may be subject to a sample audit.

<p>PERSONAL DETAILS (please use a black ink ball-point pen and BLOCK CAPITALS)</p> <p>Name</p> <p>Date of Birth/...../..... PPS Number</p> <p>Phone Number</p> <p>Address</p> <p>.....</p> <p>.....</p>	<p>ONE PHOTO (please sign back of photo and staple it to this space)</p>
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Safe Pass Card Number.....

PARTICIPANT DATA PROTECTION NOTICE

1. PERSONAL DATA COLLECTED AND OBTAINED

This Data Protection Notice ("**Notice**") sets out the basis on which SOLAS ("**SOLAS**", "**we**", "**our**" or "**us**") of Block 1, Castleforbes House, Castleforbes Road, Dublin 1 will use the personal details ("**Personal Data**") you will provide when completing the participant application form (the "**Form**") to be registered as a Safe Pass cardholder. This Notice also details how SOLAS will process your Personal Data for the purpose of assessing your Form and, if successful, issuing your Safe Pass card to you ("**Card**").

The Personal Data we obtain from you will be held by SOLAS as a controller.

SOLAS will collect and process the Personal Data that you provide in the Form (e.g. name, contact details, PPSN, address, photograph, occupation and employer details.).

2. HOW AND WHY WE PROCESS YOUR PERSONAL DATA

This section details how ("**legal basis**") and why ("**purposes**") we process your Personal Data:

Legal basis: it is necessary to process your Personal Data to enter into and perform our contract with you including for the following purposes: (a) to process your Form; (b) to issue you with a Card; (c) to verify your Card on an ongoing basis; (d) to renew your Card where you ask us to do so; and (e) to respond to you when we receive any correspondence from you. **IMPORTANT:** if you do not provide us with your Personal Data so that we can process it for the above purposes, we will not be able to assess or process your Form, issue you with or renew your Card and/or communicate with you as necessary in relation to your Form and/or your Card.

Legal basis: it is also necessary to process your Personal Data for the purpose of complying with legal obligations to which we are subject including to fulfil our statutory functions.

3. DISCLOSURE OF YOUR PERSONAL DATA

We may disclose some or all of your Personal Data to the following parties: SOLAS business units, SOLAS agents or service providers including Safe Pass trainers, your existing or potential employers, government and state authorities including in particular the Construction Industry Federation [CIF] and Credit Card Systems Ireland Ltd. We may also disclose your Personal Data to third parties if we are under a legal duty to disclose or share your Personal Data in order to comply with any legal or regulatory obligation or request or to perform a public function.

4. KEEPING YOUR PERSONAL DATA

We will keep your Personal Data for the period for which your Card is valid and/or renewed and for a period of 7.5 years from when your Card expires and/or is not renewed. In some cases, we will need to retain your Personal Data for longer periods for compliance with legal obligations imposed on us or where we are a party to legal proceedings with you, and to ensure you a continued client service. Such Personal Data will be securely retained in line with the SOLAS records retention and disposal Procedure.

5. YOUR RIGHTS

This subsection sets out the rights which you have to address any concerns or queries with us about our processing of your Personal Data:

Right	Further Information
Right to be Informed	<ul style="list-style-type: none"> You have the right to know whether your Personal Data are being processed by us, how we use your Personal Data and your rights in relation to your Personal Data. We comply with this by way of this Notice.
Right of Access	<ul style="list-style-type: none"> You have the right to request a copy of the Personal Data held by us about you. We will only charge you for making such an access request where we feel your request is unjustified or excessive.
Right to Rectification	<ul style="list-style-type: none"> You have the right to request that we amend any inaccurate Personal Data that we have about you.
Right to Erasure	<ul style="list-style-type: none"> You have the right to ask us to erase your Personal Data where: <ol style="list-style-type: none"> it is no longer necessary to perform your contract with us; you object to the processing and we have no overriding legitimate grounds; your Personal Data has been unlawfully processed; or it must be erased to comply with a legal obligation.
Right to Restriction of Processing	<ul style="list-style-type: none"> You have the right to ask us to restrict processing your Personal Data in the following situations: <ol style="list-style-type: none"> where you contest the accuracy of your Personal Data; where the processing is unlawful and you do not want us to delete your Personal Data; or where we no longer need your Personal Data for the purposes of processing but you require the data in relation to a legal claim. When you exercise this right we may only store your Personal Data. We may not further process the data unless you consent or the processing is necessary in relation to a legal claim or to protect the rights of another person or legal person or for reasons of important public interest. We will inform you before the processing restriction is lifted.
Right to Data Portability	<ul style="list-style-type: none"> You may request us to provide you with your Personal Data which you have given us, in a structured, commonly used and machine-readable format and you may request us to transmit your Personal Data directly to another controller, where this is technically feasible. This right only arises where: <ol style="list-style-type: none"> we process your Personal Data on the legal basis that it is necessary to perform our contract with you; and the processing is carried out by automated means.

You can exercise any of these rights by submitting a request **to the Data Protection Officer, SOLAS, Castleforbes House, Dublin 1**. We will provide you with information on any action taken upon your request in relation to any of these rights without undue delay and at the latest within one month of receiving your request. We may extend this by up to 2 months if necessary, however we will inform you if this arises.

You have the right to lodge a complaint with the Office of the Data Protection Commissioner with regards to our processing of your Personal Data.

6. CHANGES TO THIS NOTICE

We may amend this Notice from time to time, in whole or part, at our sole discretion. Any changes to this Notice will be posted on the SOLAS Safe Pass website - <http://www.solas.ie/Pages/Safepass.aspx>

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this Notice, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail, and you will have a choice as to whether or not we use your information in the new manner.

7. CONTACT US

If you have questions or concerns about this Notice, please contact the SOLAS Data Protection Officer at SOLAS Data Protection Officer, SOLAS, Castleforbes House, Dublin 1.

DECLARATION WHICH MUST BE SIGNED

I declare that my *current Safe Pass Card has been lost/damaged*.

I declare the information provided above is correct and if found to be false, inaccurate or a misrepresentation, I accept that it could lead to the withdrawal of my registration card and possible prosecution.

Employers can contact SOLAS by phone to check if a Registration Card presented to them is valid. Registered Employers will have a facility to log into a secure website to check if the card you have presented to them is a valid SOLAS Safe Pass Registration Card.

If you do not want your information to be made available for Employer Validation please tick

SOLAS would like to issue you with Safety Text Alerts. If you do not wish to receive alerts please tick

APPLICANT'S SIGNATURE **DATE**/...../.....