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If you are registered for Online Services, you can update your details online at any time at [www.agfood.ie](http://www.agfood.ie). 

**REQUEST TO ADD/UPDATE MOBILE NUMBER, EMAIL ADDRESS and EIRCODE ON YOUR DAFM CUSTOMER RECORD.**

***ONLY COMPLETE THIS FORM IF YOUR DETAILS REQUIRE AMENDMENT OR YOU WANT TO ADD ADDITIONAL DETAILS E.G. MOBILE NUMBER***

*Please tick as appropriate: New details □ Amended details □*

**PPS No. ............................... Dept. Identifier...........................**

e.g. **Herd Number**

**Name: ..........................................................................................................**

**Address Line 1..............................................................................................**

**Address Line 2...............................................................................................**

**Address Line 3...................................................County.....................................**

**EIRCODE: ............. .....................................**

**EMAIL ADDRESS: (e.g** [**John.Doe@eircom.net**](mailto:John.Doe@eircom.net)**)**

|  |
| --- |
|  |

**MOBILE PHONE NUMBER:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | --- |  |  |  |  |  |  |  |

**I AM AWARE THAT ALL PREVIOUS MOBILE, EMAIL AND EIRCODE DETAILS WILL BE REPLACED BY THIS NEW INFORMATION. I HEREBY GRANT PERMISSION TO THE DEPARTMENT OF AGRICULTURE, FOOD AND THE MARINE TO USE THESE DETAILS FOR FUTURE BUSINESS NOTIFICATIONS AND TEXT ALERTS.**

**Signed: -------------------------------------------------------------- Date:-------------**

**Signed: -------------------------------------------------------------- Date:-------------**

*If this herd number is jointly owned both parties must sign except in the case of a Registered Farm Partnership where the Primary Participants signature is the only requirement.*

Please return this form by email (attachment) to [contactsupdate@agriculture.gov.ie](mailto:contactsupdate@agriculture.gov.ie)

(Soft Copy available at <http://www.agriculture.gov.ie/contactsupdates/> ) or by post to:

**CCS Admin, Department of Agriculture, Food and the Marine, Government Buildings, Farnham Street, Cavan H12 D459**

**Why do we look for your personal data?**

**Why do we look for your personal data?**

Customers of the Department have a customer record on the Department’s computer database known as the Corporate Customer System (CCS). This centralised system ensures customer data is kept accurate and up to date. Other systems within the Department are linked to this system for the purpose of processing the data in line with scheme/payment obligations. The customer record contains a list of the customer’s business roles with the Department and personal data including PPS number, date of birth, name, address, mobile number and e-mail address. **We look for your personal data to ensure that the contact details we have for you on CCS are accurate. It is especially important that we have your correct mobile number as the Department issues important messages to its clients by text. If you have an agricultural agent, who is authorised to act on your behalf, he/she will require your contact details to be up to date for online services.**

**Is there a legal basis for the Department seeking my personal data?**

All the personal details collected by the Department is in line with our statutory obligations and in line with the current Data Protection legislation.

**Am I entitled to get a copy of my personal data held on CCS?**

You are entitled to receive a copy of your personal information held on CCS by writing or emailing the Data Protection Unit. A fee of €6.35 may apply. Further information can be found on the Data Protection page on the Department website, under Customer Service <http://www.agriculture.gov.ie/customerservice/>

**If I see the data about me on CCS is incorrect, can I have this rectified?**

Yes, you are entitled to have any errors rectified by writing to CCS Admin Section, Government Buildings, Farnham Street, Cavan H12 D459 or by e-mailing [ccsadmin@agriculture.gov.ie](mailto:ccsadmin@agriculture.gov.ie). You can also contact your local DVO to have incorrect data rectified.

**Can I check my personal data if I am registered for the Department’s Online Services?**

Yes, you can check your personal data when you log on to your Online Services account at https://agfood.agriculture.gov.ie/ssoauthagfood/individual.jsp

**How can I be sure that my personal data is held securely on CCS and that it will be kept confidential?**

The Department is classified as a Data Controller under the Data Protection Acts and abides by regulatory requirements that set out how it should collect, use and safeguard personal data. Only Department staff requiring access to your record in their normal work can access your personal data on CCS. This form containing your personal data will be disposed of by confidential shredding once your personal data has been entered onto the CCS system.

**Is my personal data shared from the CCS area with third parties outside the Department?** Yes, your personal data may be shared with other Departments/Agencies for purposes including ID verification or statistical reasons and will be done in line with our Data Protection obligations under current Data Protection legislation. Your personal data may also be shared with family members/agricultural agents but only if authorised by you, in advance and in writing. This authorisation will only change on written notice from you, therefore if you later wish to change this authorisation you must inform the Department immediately in writing.