DSGA Template for Public Consultation Notice

**Playbook - Stage 4**

**December 2021**

1. Contents

[1 Public Consultation Notice 3](#_Toc90915190)

[1.1 Purpose 3](#_Toc90915191)

[1.2 Responsibilities 3](#_Toc90915192)

[2 DSGA Template for Public Consultation Notice 4](#_Toc90915193)

[2.1 Template 4](#_Toc90915194)

[2.2 Example of Public Consultation Notice 5](#_Toc90915195)

# Public Consultation Notice

## Purpose

[S.55](https://www.irishstatutebook.ie/eli/2019/act/5/enacted/en/print#sec55) (1)(e) of the Data Sharing and Governance Act (DSGA) states that all Public Service Bodies (PSBs) must publish a notice on their publically accessible website at public consultation stage. The purpose of this template is to ensure that a standard notification is displayed on all relevant PSB websites and to ensure the required information is announced.

All PSBs involved will be required to publish, on the same date as the consultation, a notice on their website that they are proposing to enter into the Data Sharing Agreement (DSA). They should state the documents that are accessible to the public and link to their relevant DSA published on the public consultations website. This notice should invite submissions and include the date of publication of the notice. All PSBs should ensure that the notice published on their website is in accordance with the template below.

Further detailed information for public consultation can be found on the [Data Policy](https://www.ogcio.gov.ie/en/corporate-pages/policy/data-governance/data-policy-team/) section of the [OGCIO](https://www.ogcio.gov.ie/en/)’s website – DSGA Data Sharing Public Consultation Guidelines.

## Responsibilities

The Data Governance Unit manages all aspects of the public consultation process and will liaise directly with the Data Officer throughout the process. You will be notified by the Data Governance Unit once the consultation is live on the gov.ie consultation webpage. You should then publish the Public Consultation Notice on your website.

**All PSBs involved should publish a notice on their website. All information included in the template should be published.**

If you have any queries while you are completing this document, contact the Data Governance Support Team.

**Contacts:** Danielle Caffrey/ Nuala Byrne

**Phone:**  01 6045092 / 01 6045392

**Email:** [datagovernance@per.gov.ie](mailto:datagovernance@per.gov.ie)

# DSGA Template for Public Consultation Notice

## Template

**Instructions:**

1. **Please ensure the items in the template below have been created on your website. Use the checkbox once you have completed each section.**
2. **Once you have received notification that the consultation is live you can then publish the Public Consultation Notice on your website.**

|  |  |  |
| --- | --- | --- |
| Title of page | Include the title “Public Consultation Notice” on your website for the proposed DSA. |  |
| Date of publication of the notice | State the date of the publication of the notice. DD-MM-YYYY |  |
| Intention to enter into the Proposed Agreement | State that you (include name of your organisation) are intending to enter into a proposed data sharing agreement (include name of the agreement). |  |
| Public Consultation details | State where the relevant public consultation is available online.  Provide the relevant URLs:  < URL of the Live Public Consultation > |  |
| Invite the making of submissions | The Data Governance Board has defined the public consultation stage to be 28 days. Include the period of time for making submissions and the email address for which they will do this. The email address used for all consultations submissions is: [consultations.dsa@per.gov.ie](mailto:consultations.dsa@per.gov.ie)  **Note:** Only submissions made to the consultations email will be accepted. |  |
| Copy of the DSA | Publish a copy of the DSA on your website. |  |

***Table 2.1***

## Example of Public Consultation Notice

An example of what is identified in table 2.1 is prepared below:

**Public Consultation Notice**

Published on this day 01-01-1999

The Office of the Government Chief Information Officer is intending to enter into a Data Sharing Agreement under the Data Sharing and Governance Act 2019.

The proposed agreement, A Data Sharing Agreement between OGCIO and Revenue, will be available for public consultation at<https://www.gov.ie/en/consultations> from 01-01-1999 for a period of 28 days.

The public are invited to make submissions by email to [consultations.dsa@per.gov.ie](mailto:consultations.dsa@per.gov.ie). Please include the full Data Sharing Agreement name “Data Sharing Agreement between OGCIO and Revenue**”** in the subject line.

Only submissions made to this email will be accepted. The start date of the public consultation is 01-01-1999 and will run for a period of 28 days. Once the public consultation period has expired submissions will not be accepted.

Documents for reference are:

1. Data Sharing Agreement between OGCIO and Revenue (including DPO statements and DPIA section) **<download>**

**My Departments News Webpage**