DSGA Template - Playbook Stage 4

**Public Consultation Notice (website)**

**June 2022**

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# Public Consultation Notice

## Purpose

[Section 55 (1)(e)](https://www.irishstatutebook.ie/eli/2019/act/5/enacted/en/print#sec55) of the Data Sharing and Governance Act 2019 (DSGA) states that all Public Service Bodies (PSBs) must publish a notice on a 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.

## Responsibilities

### Lead PSB

The Lead PSB Data Officer is responsible for:

* Sending the essential documents (including DPO Statements and DPIA summary where one was carried out) to the Data Governance Unit (DGU).
* Publishing the PDF version of the Data Sharing Agreement (DSA), received from the DGU, on the consultations hub <https://www.gov.ie/consultations/DSA/>.
* Publishing a notice on their website, see [1.2.3](#_All_PSBs_involved) below for more details.

### Data Governance Unit (DGU)

Once the Lead PSB Data Officer sends the final version of the DSA to the DGU, the DGU will format the file and create a PDF version that is ready for publishing. They will send this PDF version to the Lead PSB for final approval before it’s published. Once approved by the Lead PSB, the PDF version of the DSA will be sent to all relevant PSBs involved in the data sharing agreement.

### All PSBs involved in the DSA

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 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](#_Template) below. **All information included in the template must be published.** Please see example set out in [2.2](#_Example_of_Public) below to support you when doing this. Each PSB must notify the DGU at [consultations.dsa@per.gov.ie](mailto:consultations.dsa@per.gov.ie) once the notice is publically available online. This email address is used for all communications related to public consultation.

# 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 start and end 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 i.e.  <https://www.gov.ie/consultations/DSA/>. |  |
| 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.  Submissions must include the title of the DSA Agreement in the subject line. You should provide the full name of the DSA Agreement (see example below). |  |
| 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 01-01-2022

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/consultations/DSA/> for a period of 28 days, from 01-01-2022 to 29-01-2022.

The public are invited to make submissions by email to [consultations.dsa@per.gov.ie](mailto:consultations.dsa@per.gov.ie). Submissions must include the full Data Sharing Agreement name “Data Sharing Agreement between OGCIO and Revenue**”** in the subject line of your email. Only submissions made to this email address will be accepted.

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**