



**Panel A – Customer details.** *To be completed and signed by the Applicant(s). This form must be completed by the registered owner(s) of the Herd Number or other Department identifier. If the Herd Number or other Department identifier is owned in joint names, all parties must sign this form. Provision has been made for up to 3 joint owners below. Please use BLOCK CAPITALS.*

Name(s): \_\_\_\_\_  
(as registered with the Department of Agriculture, Food and the Marine)

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Do you wish to receive SMS messages in relation to your business with the Department, including information on scheme deadlines, payments and other alerts. Please tick as appropriate: Yes  No

**Herd No. or other Department Identifier:** \_\_\_\_\_

I/we wish to have the agency (comprising agents and any staff nominated by the agency to act on its behalf) in respect of which details are supplied in Panel B act on my/our behalf in submitting applications online to the Department of Agriculture, Food and the Marine for the following Schemes:

- BPS/Greening/ANC/Entitlement Related Applications
- Young Farmer Capital Investment Scheme
- Low Emission Slurry Spreading Equipment Scheme
- Organic Capital Investment Scheme
- Organic Farming Scheme
- Pig and Poultry Investment Scheme
- Dairy Equipment Scheme
- Tillage Capital Investment Scheme
- Animal Welfare Safety and Nutrient Storage Scheme
- Green Low-Carbon Agri-environment Scheme (GLAS)

Please tick the box(es) above only in respect of the relevant scheme(s)

For Official Use Only - CCS			
Customer linked to Agency/Agent		Recorded by	
Customer changes made	YES	NO	Date recorded

**Liability, Indemnity, Authorisation and Declaration.**

The Department of Agriculture, Food and the Marine shall not be liable for any direct or indirect loss or liability to the client resulting from the use by an Agency/Agent of online facilities to submit an application under any of the above schemes to the Department on behalf of a client. Full responsibility for the data submitted online rests with the agency/agent and the client concerned. **The Department reserves the right to withdraw this service from an agent where there is evidence of improper use of the service. Payments may be reduced or lost where it is found that the client or agent does not adhere to the conditions of a scheme.**

I/We authorise the agency/agent whose details are set out below to communicate with the Department of Agriculture, Food and the Marine on my/our behalf for the purpose, in the first instance, of completing and submitting the relevant application form(s) online and thereafter for the submission of my/our details in such format as may be required from time to time by the Department.

I/We confirm that the information in this **Panel A** is correct to the best of my/our knowledge and that it refers to me/us. I/We further confirm that I am/we are the registered owner(s) of the herd number or other Department identifier mentioned above. I/We authorise the Department of Agriculture, Food and the Marine to forward my/our personal details to my/our agent.

I/We agree that the Department may request/access data held externally in relation to me/us which is required for the purpose of assessment/verification of my/our application(s).

I/We further agree that the details supplied in my/our application form for grant-aid, along with any supporting documentation, may be made available within this Department or to any other body where required for scheme evaluation purposes.

I/We understand that all data held/requested/accessed by the Department is subject to the Data Protection Acts 1998 and 2003 and Regulation (EU) No 2016/679 (General Data Protection Regulation) effective from 25 May 2018.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL named owners must sign this form.**

<p><b><u>Panel B - AGENCY DETAILS</u></b> <i>To be completed by the agency. Please use BLOCK CAPITALS.</i></p> <p><b><u>Agency Number:</u></b> AGY _____</p> <p><b><u>Agency Name:</u></b> _____</p> <p><b><u>Existing Online Client:</u></b> YES _____ NO _____</p>	<p><b><u>First Agent's details.</u></b></p> <p><b><u>Agent Number:</u></b> AGT _____</p> <p><b><u>Agent Name:</u></b> _____</p> <p><b><u>Agent Business Address:</u></b> _____</p>
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## Data Protection Notice

1. The personal data sought from you, the applicant, is required for the purpose of authorising an agent to access DAFM On-Line Services on your behalf and submit applications to the Department of Agriculture, Food and the Marine for the scheme(s) selected on this form. Failure to provide all the personal data required will result in DAFM being unable to authorise an agent to access DAFM On-Line Services and submit applications on your behalf.

2. The legal basis for processing this personal data is Article 6(1) (c) of Regulation (EU) 2016/79 of the European Parliament and of the Council of 27 April 2016 (the General Data Protection Regulation) i.e. processing is necessary for compliance with a legal obligation to which the controller is subject.

3. Data provision being statutory or contractual obligation:

The data provided for this purpose is being requested under a statutory obligation and the legal basis for each of the schemes is outlined in the Terms and Conditions of that scheme.

4. Information provided on this form will be shared with other Business Areas within the Department for the purposes of processing applications in a timely and efficient manner. The Department is also currently obliged by law to provide information concerning applicants in response to requests received from the Office of the Revenue Commissioners, An Garda Síochána and other bodies in accordance with current Data Protection legislation.

5. The data submitted will be retained by DAFM only as long as there is a business need to do so in line with the purposes for which it was collected. It will then be marked for destruction and will be destroyed in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permissions received from them.

6. Each individual has data protection rights, which have been further enhanced by the introduction of the General Data Protection Regulation (GDPR) effective from 25 May 2018. These rights, where applicable, are:

- A right to access, rectify or erase their personal data
- A right to restriction of processing
- A right to object or withdraw consent to processing
- A right to data portability
- A right to make a complaint to the Data Protection Commissioners Office  
<https://www.dataprotection.ie>

Further information is available here - [www.agriculture.gov.ie/dataprotection/](http://www.agriculture.gov.ie/dataprotection/)

7. The Data Controller for the collection and processing of all personal data in the Department of Agriculture, Food and the Marine is the Minister for DAFM as a legal entity.

8. The Data Protection Officer can be contacted in relation to any of your rights outline as above:  
Data Protection Officer, Data Protection Unit, Corporate Affairs, Department of Agriculture, Food and the Marine, Pavilion A, Grattan Business Park, Dublin Road, Portlaoise, Co. Laois. R32 K857.

Email: [dataprotectionofficer@agriculture.gov.ie](mailto:dataprotectionofficer@agriculture.gov.ie)

9. Technical information on the cookies used on our Department's website is available at the following link:  
<https://www.agriculture.gov.ie/legalnotices/privacy/>



**Authorisation Form to allow an Agency to act on behalf of an applicant for Schemes operated by  
the Department of Agriculture, Food and the Marine**

*DAFM Auth 5*

To the Applicant,

Please complete the application form if you wish to authorise the agency/agent listed to complete and submit application form(s) online to the Department of Agriculture, Food and the Marine on your behalf. The agency comprises agents and any staff nominated by the agency to act on its behalf. Please ensure that the data you provide on the form is complete and accurate. Incomplete forms will be returned, thereby delaying this authorisation process.

The agreement between you and the agency will remain in place until such time as either party notifies the Department in writing that the agreement is terminated.

In order that your authorised agent can act on your behalf in this matter, that agent will have access to all the current and previous years' information in relation to your BPS entitlements and applications, and in relation to other schemes.

Please read the "Liability, Indemnity, Authorisation and Declaration" Section and the Data Protection Notice on the DAFM Auth 5 form before signing. In this context, please note that the on-line application may be printed by your Agent for your records immediately after it is submitted. The Department will also issue an official acknowledgement on receipt of your on-line application.

This form, when completed, should be sent to:

***On-Line Services Section,  
Department of Agriculture, Food and the Marine,  
Government Buildings,  
Farnham Street,  
Cavan,  
Co Cavan.  
H12 D459***

If you have any queries in relation to the form, please contact this unit at Lo call Number **0761 064424**.

***C McKiernan  
On-Line Services***