

Scéim na gCompántas Drámaíochta Proifisiúnta agus Amaitéarach 2024

Professional and Amateur Drama Companies’ Scheme 2024

Foirm Iarratais

Application Form

Spriocdháta: 12 meán lae Dé hAoine an 26 Eanáir 2024

Ní ghlacfar ach le hiarratais a chuirfear isteach go leictreonach.

Deadline: 12 midday Friday 26 January 2024

Only applications submitted electronically will be accepted.

Léigh treoirlínte na scéime go cúramach sula gcomhlánóidh tú an fhoirm iarratais seo

Ní mór cóip den fhoirm iarratais comhlánaithe agus gach doiciméad tacaíochta ar an seicliosta a sheoladh chuig: feilte@forasnagaeilge.ie faoi 12 meán lae Dé hAoine an 26 Eanáir 2024.

Read the scheme guidelines carefully before you complete this application form

An electronic copy of the completed application form and all supporting documents must be sent to: feilte@forasnagaeilge.ie before 12 midday on Friday 26 January 2024.

**Dearbhú maidir le ráiteas príobháideachais**

Deimhnigh le X sa bhosca seo go bhfuil an ráiteas príobháideachais atá ag deireadh na foirme seo léite agat agus go dtuigeann tú na himpleachtaí a bhaineann leis an Rialachán Ginearálta maidir le Cosaint Sonraí (RGSC). Ní dhéanfaidh Foras na Gaeilge measúnú ar d’iarratas gan X a bheith curtha sa bhosca seo. Nótáil go bhféadfar eolas a thugtar san fhoirm seo a úsáid leis an scéim a chur chun cinn.

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**Declaration on privacy statement**

Confirm with an X in this box that you have read the privacy statement at the end of this form and that you understand the implications of the General Data Protection Regulation (GDPR). Foras na Gaeilge will not assess your application without an X put in this box. Note that information given in this form may be used to promote the scheme.

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**Cuid A Sonraí agus eolas teagmhála na heagraíochta atá ag déanamh iarratais**

**Part A Contact details and information of the organisation applying**

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|  | Ainm na heagraíochtaName of the organisation |  |
|  | Seoladh na heagraíochtaAddress of the organisation |  |
|  | Cód poist/ÉirchódPost code/Eircode |  |
|  | GuthánTelephone |  |
|  | RíomhphostEmail |  |
|  | Suíomh gréasáinWebsite |  |
|  | Meáin shóisialta:Social media:FacebookTwitterInstagram |  |
|  | Toghcheantar Dála/TionóilDáil/Assembly constituency |  |
|  | Toghlimistéar áitiúilLocal electoral area |  |
|  | Dátaí an tionscadailProject dates |  |

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| --- | --- | --- |
|  | Duine teagmhála don iarratasContact person for the application |  |
|  | Seoladh comhfhreagrais(má tá sé éagsúil ón seoladh thuasluaite)Correspondence address (if different from the above address) |  |
|  | Cód poist/ÉirchódPost code/Eircode |  |
|  | GuthánTelephone |  |
|  | RíomhphostEmail |  |

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| --- | --- |
|  | Stádas dlíthiúil an chompántaisLegal status of the company  Cuir X Enter X |
| Compántas neamhchorpraitheUnincorporated company |  |  |
| Compántas faoi theorainn ráthaíochtaCompany limited by guarantee |  |  |
| Carthanas cláraitheRegistered charity |  | Uimhir charthanaisCharity number |  |
| Eile Other |  | SonraíDetails |  |

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| --- | --- |
|  | Príomhaidhm na heagraíochta mar atá sonraithe i mbunreacht nó i gcáipéis bhunaithe an chompántaisMain aim of the organisation as detailed in the organisation’s constitution or establishing documents |
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|  | Eolas faoin mbord stiúrthaInformation about the directing board |
| AinmName | Ról ar an mbord Role on the board | Cuir síos ar thaithíDescription of experience |
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|  | Struchtúr bainistíochta na gcompántasThe management structure of the organisation |

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|  | Coistí ábhartha eileOther relevant committees |
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|  | Soláthar foirneStaffing |
| Ainm fostaíEmployee’s name | Ról san eagraíochtRole in the organisation |
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**Polasaí Árachais**

**Insurance Policy**

Deimhním le X sa bhosca thíos go bhfuil/go mbeidh gach imeacht atá sa chlár imeachtaí clúdaithe faoi pholasaí cuí árachais atá bailí.

I confirm with an X in the box below that all events in the programme of events are/will be covered by an appropriate, valid insurance policy.

Deimhním I confirm

**Cuid B Sonraí airgeadais**

**Part B Financial details**

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| --- | --- |
|  | Sainordú baincBank mandate |
|  | Deimhnigh le X sa bhosca seo go bhfuil sainordú bainc ag an gcompántas atá luaite i gCuid A, Ceist 1 agus Ceist 2, agus go gcuirfidh tú cóip sínithe ar fáil leis chuid den iarratas. Tá cóip ceangailte leis an bhfoirm iarratais.Confirm with an X in this box that the company stated in Part A, Question 1 and Question 2, has a bank mandate and that you will provide a signed copy with the application. A copy is attached to the application form. |

Sonraí bainc

Bank details

|  |  |  |
| --- | --- | --- |
|  | Ainm an bhaincBank name |  |
|  | Seoladh an bhaincBank address |  |
|  | Ainm an chuntaisAccount name |  |
|  | Uimhir an chuntaisAccount number |  |
|  | Cód sórtálaSort code |  |
|  | IBAN |  |
|  | BIC |  |

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|  | Deimhnigh le X sa bhosca seo go bhfuil na sonraí bainc seo uile cruinn agus gur leis an gcompántas atá luaite i gCuid A, Ceist 1 agus 2, atá an cuntas bainc seoConfirm with an X in this box that all of these bank details are accurate and this bank account belongs to the company stated in Part A, Question 1 and Question 2 |

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| 1.
 | Deimhnigh le X sa bhosca seo go dtugann tú cead d'Fhoras na Gaeilge íocaíocht a dhéanamh sa chuntas bainc seo trí ríomhaistriúConfirm with an X in this box that you give permission to Foras na Gaeilge to make a payment to this bank account through electronic transfer |

Cuntais an chompántais

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|  | Deimhnigh le X sa bhosca seo go bhfuil cuntais dheimhnithe ag an gcompántas, sínithe ag cuntasóir agus ag an gcoiste, agus go gcuirfidh tú cóip ar fáil leis an iarratasConfirm with an X in this box that the company has certified accounts, signed by an accounted and the committee, and that you will provide a copy with the application |

**Cuid C Eolas maidir le deontais eile ó Fhoras na Gaeilge**

**Part C Information on other grants from Foras na Gaeilge**

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| Cuir X sa bhosca cuí  | TáNíl |  |
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An bhfuil aon mhaoiniú eile iarrtha/faighte ag an gcompántas ó Fhoras na Gaeilge le 12 mhí anuas?  Has the organisation applied for/received any other funding from Foras na Gaeilge in the last 12 months?

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| Enter X in the appropriate box  | YesNo |  |
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|  | Má tá, tabhair sonraíIf yes give details |

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| --- | --- | --- | --- |
| Ainm an tionscadail Name of project | Uimhir thagartha Reference number  | Méid an deontais €/£ Amount of grant €/£ | Stádas (iarrtha/ceadaithe/faighte)Status (applied for/approved/received) |
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**Cuid D Cumhdach leanaí**

**Part D Child protection**

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|  | Deimhnigh le X sa bhosca go mbeidh gach ball foirne a bheidh ag plé le daoine óga cáilithe mar is cuí agus go mbeidh grinnfhiosrúchán déanta orthu. Confirm with an X in this box that all staff members dealing with young people will be fully qualified and vetted. |

Eagraíochtaí lonnaithe sa dlínse ó dheas

Organisations located in the southern jurisdiction

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| --- | --- |
|  | Deimhnigh le X sa bhosca seo go bhfuil polasaí um chumhdach ag an gcompántas atá ag teacht le Treoir Náisiúnta um Thús Áite do Leanaí 2017  Confirm with an X in this box that the company has a safeguarding policy in accordance with the Children First National Guidance 2017  |

Eagraíochtaí lonnaithe sa dlínse ó thuaidh

Organisations located in the northern jurisdiction

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|  | Deimhnigh le X sa bhosca seo go bhfuil polasaí scríofa ar chumhdach ag an gcompántas, faofa ag bord bainistíochta.   I confirm with an X in this box that the company has a written policy on safeguarding, approved by a management board.Dáta is deanaí a ndearnadh athbhreithniú ar an bpolasaí um chumhdach leanaí:\_\_\_\_\_\_\_\_\_\_\_\_The most recent date that the safeguarding policy was reviewed: \_\_\_\_\_\_\_\_\_\_ |

**Cuid E Ceisteanna measúnaithe na scéime**

**Part E Scheme assessment questions**

Conas a chomhlíonann an t-iarratas na critéir seo a leanas?

How does the application fulfil the following criteria?

|  |  |
| --- | --- |
| 1. | Ábhar na ndrámaí, líon na léirithe agus ionaid na léirithe, samhlaíocht agus nuálaíocht chlár oibre an chompántaisThe subject of the plays, number of productions and venues of the productions, imagination and innovation of the company’s programme of work |
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| --- | --- |
| 2. | Caighdeáin arda ealaíonta bainte amach i scripteanna, aisteoireacht agus léiritheHigh artistic standards achieved in scripts, acting and productions |
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|  | Cur le rannpháirtíocht agus cruthaitheacht sa Ghaeilge trí mheán na n-ealaíonIncrease participation and creativity in Irish through the medium of the arts |
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|  | Úsáid na Gaeilge ar ábhar bolscaireachta an chompántaisUse of Irish on the company’s publicity |
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|  | Eolas maidir le maoiniú nó tacaíocht eile, e.g. urraíocht, maoiniú comhchineáil agus teacht isteach measta Information on other funding and support, e.g. sponsorship, funding in kind and estimated income |
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|  | Luach ar airgead maidir le líon na ndaoine a bheidh rannpháirteach idir bhaill an chompántais, lucht léirithe agus lucht freastailValue for money regarding the number of people who will be participating, including members of the company, production personnel and attendees. |
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|  | Stráitéis chun líon na ndaoine a bheidh rannpháirteach idir bhaill an chompántais, lucht léirithe agus lucht freastail a ardú.Strategy to increase those participating in activities, between company members, production team and audiences. |
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|  | Meastachán maidir le líon na ndaoine a bheidh rannpháirteach idir bhaill an chompántais, lucht léirithe agus lucht freastail. Estimate of number of people who will participate, including company members, performers and audiences. |
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|  | Cumas bainistíochta agus riarachán ina gcuirfear taithí agus saineolas an chompántais san áireamhManagement and administration capacity which will include the company’s experience and expertise. |
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**Cuid F Costais an tionscadail**

**Part F Costs of the project**

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|  | Costas iomlán an tionscadailTotal cost of the project | €/£ |

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| --- | --- | --- |
|  | Méid iarrtha ó Fhoras na GaeilgeAmount applied for from Foras na Gaeilge | €/£ |

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| --- | --- | --- |
|  | Difear idir costas iomlán agus méid iarrtha Difference between the total cost and the amount applied for | €/£ |

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| --- | --- | --- |
|  | Maoiniú ó fhoinse nó ó fhoinsí eileFunding from other source or sources | €/£ |
| MaoinitheoirFunder | Méid Iomlán €/£Total amount €/£ | Stádas (iarrtha/ceadaithe/faighte)Status (applied for/approved/received) |
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|  | Miondealú ar chostais an tionscadailBreakdown of costs of the project |
| CostasCosts | Méid Iomlán €/£Total amount €/£ |
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| IomlánTotal |  |

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| --- | --- |
|  | Miondealú ar chostais a bhaineann le himeachtaí GaeilgeBreakdown of costs associated with Irish |
| CostasCosts | Méid Iomlán €/£Total amount €/£ |
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|  |  |
|  |  |
| IomlánTotal |  |

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| --- | --- |
|  | Méid iarrtha ó Fhoras na Gaeilge |
| Méid Iomlán €/£Total amount €/£ |  |

**Cuid G Coimhlint leasa**

**Part G Conflict of interests**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| Cuir X sa bhosca cuí  | TáNíl |  |
|  |

An bhfuil coimhlint leasa ag aon bhall foirne nó ag aon chomhalta boird de chuid Fhoras na Gaeilge i leith an iarratais seo? Does any staff member or board member of Foras na Gaeilge have a conflict of interest in respect of this application?

|  |  |  |
| --- | --- | --- |
| Enter X in the appropriate box  | YesNo |  |
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| Má tá, tabhair ainm an duine nó ainmneacha na ndaoineIf yes, give name of the person or persons |  |

**Cuid H Poibliú na scéime**

**Part H Publicity of the scheme**

|  |  |
| --- | --- |
| 1. | Cár chuala tú faoin scéim seo? Cuir XWhere did you hear about this scheme? Enter X |
| NuachtánNewspaper |  | Cén nuachtán?Which newspaper? |  |
| RaidióRadio |  | Cén clár agus stáisiún?Which programme and station? |  |
| Facebook |  |  |  |
| Twitter |  |  |  |
| Instagram |  |  |  |
| EileOther |  | Tabhair sonraíGive details |  |

**Cuid I Dearbhú**

**Part I Declaration**

|  |  |
| --- | --- |
|  | Dearbhaímidne thíos go bhfuil an t-eolas atá san iarratas seo cruinn ceart. Tuigimid go gcuirfear an t-iarratas ar ceal má tá aon eolas míchruinn ann. We below declare that the information in this application accurate and correct. We understand that the application will be cancelled if it contains any inaccurate information. |

|  |  |
| --- | --- |
| Ainm duine teagmhálaName of contact person |  |
| Síniú Signature |  |
| DátaDate |  |
| Stádas san eagraíochtRole in the organisation |  |

|  |  |
| --- | --- |
| Ainm baill coisteName of committee member |  |
| Síniú Signature |  |
| DátaDate |  |
| Ról ar an gcoisteRole on the board |  |

|  |  |
| --- | --- |
| Ainm finné neamhspleáchName of independent witness |  |
| SíniúSignature |  |
| DátaDate |  |
| GairmProfession |  |
| Uimhir ghutháinTelephone number |  |

**Cuid J Seicliosta**

**Part J Checklist**

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| Deimhnigh go bhfuil gach rud ar an seicliosta seo faoi iamh leis an iarratas. Tabhair faoi deara gur gá gach rud a chur ar fáil, fiú má chuir sibh chuig Foras na Gaeilge roimhe iad. Má cheapann tú nach mbaineann aon rud ar an seicliosta leis an iarratas nó má tá aon cheist eile agat faoin seicliosta déan teagmháil le Foras na Gaeilge sula gcuirfidh tú an t-iarratas isteach. Dícháileofar an t-iarratas mura bhfuil gach rud ón seicliosta curtha leis nó mura dtagann tú ar réiteach eile chun shástacht Fhoras na Gaeilge. Confirm that all items from the checklist are enclosed with the application. Note that everything must be supplied, even if previously submitted to Foras na Gaeilge. If you think that anything on the checklist does not apply to the application or if you have any other question about the checklist contact Foras na Gaeilge before you submit the application. The application will be disqualified if everything on the checklist is not submitted with it or if you do not come to another agreement with Foras na Gaeilge.Cuir XEnter X |
| a | Cóip leictreonach den fhoirm iarratais, comhlánaithe ina iomláineAn electronic copy of the application form, fully completed  |   |
| b | Bunreacht na heagraíochta nó meabhrán agus ailtThe organisation’s constitution or memorandum and articles |  |
| c | Ráiteas bainc is deireanaí in ainm na heagraíochtaLatest bank statement in the name of the organisation |  |
| d | Seicliosta um chumhdach leanaí (Foras na Gaeilge)Child safeguarding checklist (Foras na Gaeilge) |  |
| e | Deimhniú imréitigh cánach, má bhaineannTax clearance certificate, if appropriate |  |
| f | Cuntais dheimhnitheCertified accounts |  |
| g | Árachais dliteanais phoiblíPublic liability insurance  |  |
| h | Meastacháin neamhspleácha de réir mar is cuíIndependent estimates as appropriate |  |
| i | Polasaí a léirínn tiomantas don GhaeilgePolicy regarding commitment to the Irish language |  |

**Cuid K Sonraí teagmhála Fhoras na Gaeilge**

**Part K Foras na Gaeilge contact details**

|  |  |
| --- | --- |
| **Scéim na gCompántas Drámaíochta Proifisiúnta agus Amaitéarach** | feilte@forasnagaeilge.ie |

Ní mór cóip leictreonach den fhoirm iarratais comhlánaithe a sheoladh chuig: feilte@forasnagaeilge.ie

An electronic copy of the completed application form must be sent to: feilte@forasnagaeilge.ie

Beidh muidne i bhForas na Gaeilge sásta aon cheist atá agat maidir leis an bhfoirm iarratais a fhreagairt roimh an spriocdháta

We at Foras na Gaeilge will be happy to answer any question you have about the application form before the deadline.

**www.forasnagaeilge.ie**

**CRÍOCH**

**END**

**Ráiteas Príobháideachais**

Tá an ráiteas príobháideachais seo leagtha amach ag Foras na Gaeilge mar léiriú ar a thiomantas daingean don phríobháideachas. Anseo thíos tá eolas faoi na gnásanna atá i bhfeidhm ag Foras na Gaeilge maidir le bailiú agus scaipeadh eolais.

Is féidir le húsáideoir na suíomhanna gréasáin againn a rochtain agus roinnt de na seirbhísí a úsáid gan aon eolas a thabhairt.  Ar an lámh eile, áfach, chun úsáid a bhaint as seirbhísí ar líne nó seirbhísí iarrtha Fhoras na Gaeilge ní mór do gach úsáideoir buneolas teagmhála agus déimeagrafach a sholáthar. Ní chuirimid an t-eolas sin ar fáil d’aon dream eile.

Ní leanaimid cosán brabhsála aon úsáideora taobh amuigh dár suíomhanna gréasáin féin.

**Eolas a bhailíonn forasnagaeilge.ie**

Aighneachtaí foirme agus seirbhísí iarrtha – más mian le húsáideoirí teagmháil a dhéanamh le Foras na Gaeilge maidir le táirgí agus seirbhísí, ní mór dóibh sonraí pearsanta a iontráil.  Is iad na seirbhísí dá bhfuil sonraí pearsanta ag teastáil:

* Clárú linn
* Teagmháil
* Foirmeacha iarratais do scéimeanna ar líne

De ghnáth is seoladh ríomhphoist agus ainm an t-eolas atá ag teastáil má dhéanann úsáideoir teagmháil le Foras na Gaeilge maidir le seirbhísí.  Nuair a dhéanann úsáideoir teagmháil linn maidir le seirbhísí is féidir leis nó léi ‘seirbhísí iarrtha’ a roghnú chomh maith chun faisnéis nó tairiscintí éagsúla de ríomhphost a iarraidh (féach Gnásanna Seirbhísí Iarrtha thíos).

Mura bhfuil fonn ar úsáideoir leanúint de bheith ag fáil ríomhphost ó Fhoras na Gaeilge tar éis dó nó di clárú, ní gá ach é sin a chur in iúl agus ní leanfar den teagmháil.

Aithníonn Foras na Gaeilge an fhreagracht atá orthu maidir le bainistiú aon sonraí pearsanta agus tá siad tiomanta do phríobháideachas a chosaint agus a chaomhnú trí na dualgais a bhaineann leis an Acht um Chosaint Sonraí agus an Rialachán Ginearálta maidir le Cosaint Sonraí (RGCS) a chomhlíonadh.

**Fianáin**

Baineann an suíomh seo úsáid as Google Analytics, seirbhís anailísíochta ar líne a chuireann Google, Inc. (“Google”) ar fáil. Baineann Google Analytics úsáid as fianáin, ar comhaid téacs iad a chuirtear ar do ríomhaire le cuidiú leis an suíomh anailís a dhéanamh ar an gcaoi a mbaineann cuairteoirí úsáid as an suíomh. Cuirtear an t-eolas faoin úsáid a bhaineann tú as an suíomh (do sheoladh IP san áireamh) ar aghaidh chuig Google. Stórálann Google an t-eolas ar fhreastalaithe in áiteanna taobh amuigh d’Éirinn lena n-áirítear Stáit Aontaithe Mheiriceá, an Eoraip nó an Áis. Bainfidh Google úsáid as an eolas seo le measúnú a dhéanamh ar úsáid an tsuímh, le tuairiscí a ghiniúint ar úsáid an tsuímh d’oibritheoirí agus le seirbhísí a sholáthar maidir le húsáid an tsuímh agus an idirlín. D’fhéadfadh Google an t-eolas seo a aistriú go tríú páirtí más gá de réir an dlí nó sa chás go bhfuil eolas á phróiseáil ag tríú páirtí thar ceann Google. Ní dhéanfaidh Google nasc idir do sheoladh IP agus aon fhaisnéis eile a choinníonn Google. Is féidir leat diúltú fianáin a úsáid trí na socruithe cuí a roghnú ar do bhrabhsálaí. Ní mór cuimhneamh, áfach, go bhfuil seans ann nach mbeidh ar do chumas úsáid a bhaint as feidhmiúlacht iomlán an tsuímh má roghnaíonn tú na socruithe seo. Is ionann úsáid a bhaint as an suíomh seo agus cead a thabhairt Google faisnéis a phróiseáil sa bhealach agus do na cuspóirí atá leagtha amach thuas. Tá tuilleadh eolais faoin gcaoi a mbaineann Google úsáid as fianáin ag <http://www.google.com/policies/technologies/cookies/> agus tá eolas ar úsáid fianán Google Analytics ar shuíomhanna gréasáin ag <http://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>.

**Eolas Uathlogáilte**

Úsáidimid do sheoladh IP, do ghníomhairí úsáideora logála UA agus do sheoladh tagarthach chun cuidiú linn diagnóis a dhéanamh ar dheacrachtaí a bhaineann leis an bhfreastalaí againn, chun an suíomh gréasáin a riar agus chun úsáideoirí uathúla a aithint.  Baintear úsáid as do sheoladh IP chomh maith chun eolas ginearálta déimeagrafach a bhailiú.  Ní chuirimid an t-eolas sin ar fáil d’aon dream eile.

**Coimisinéir Cosanta Sonraí na hÉireann**

Tá tuilleadh eolais faoi do chearta maidir le príobháideachas sonraí ar fáil ar shuíomh gréasáin an Choimisinéara Chosanta Sonraí, http://www.dataprotection.ie/docs/A-guide-to-your-rights-Plain-English-Version/r/858.htm

**Ríomhphost**

Ó am go chéile úsáideann Foras na Gaeilge seoltaí ríomhphoist a bailíodh ó fhoirmeacha ar líne chun eolas a chur amach de ríomhphost chuig síntiúsóirí maidir le seirbhísí Fhoras na Gaeilge.  Is féidir cur in iúl ar gach foirm gur mian leat tuilleadh eolais de ríomhphost ó Fhoras na Gaeilge.

**Naisc sheachtracha**

Tá naisc le suíomhanna eile ar fáil ar an suíomh seo.  Níl Foras na Gaeilge freagrach as cleachtais phríobháideachais ná as ábhar na suíomhanna seo.

**Slándáil**

Tá bearta slándála i bhfeidhm ag an suíomh seo mar chosaint ar chailliúint, mí-úsáid agus athrú eolais atá faoinár gcúram. Faraor, ní féidir aon ráthaíocht a thabhairt go mbeidh sonraí a sheoltar ar an idirlíon 100% slán. Dá bhrí sin, cé go ndéanaimid gach dícheall lena chinntiú go mbeidh do shonraí pearsanta slán, ní féidir le Foras na Gaeilge aon dearbhú ná ráthaíocht a thabhairt maidir le slándáil aon eolais a sheolann tú chugainn, táirgí ná seirbhísí ar líne. Ar do phriacal féin atá sé.  Ón uair a fhaighimid do chuid sonraí, déanaimid gach dícheall lena chinntiú go mbeidh siad slán ar na córais againn.

**Cearta an duine aonair**

De réir na reachtaíochta agus an RGCS tá na bunchearta seo ag daoine aonair maidir leis na sonraí pearsanta atá á gcoinneáil maidir leo:

1. An ceart rochtain a bheith acu ar shonraí pearsanta agus eolas a bhaineann go sonrach leo
2. An ceart botúin a aithnítear sna sonraí nó san eolas sin a cheartú
3. An ceart a iarraidh na sonraí nó an t-eolas sin a scrios (an ceart go ndéanfar dearmaid orthu)
4. An ceart diúltú do mhargaíocht dhíreach
5. An ceart bac a chur ar phróiseáil a sonraí pearsanta
6. An ceart sonraí pearsanta a aistriú

Cloífidh Foras na Gaeilge le riachtanais na reachtaíochta agus an RGCS i ngach slí, i gcomhréir le hacmhainn agus dualgais na heagraíochta.

**Iarratais rochtana**

De réir na gceart thuas tá an ceart ag duine aonair rochtain a iarraidh ar shonraí pearsanta agus eolas a choinnítear orthu leis an eolas a sheiceáil agus dlíthiúlacht phróiseáil an eolais a chinntiú. Faoin RGCS tá an ceart acu:

* Deimhniú a lorg go bhfuil sonraí pearsanta acu á bpróiseáil
* Rochtain a fháil ar a sonraí pearsanta
* Eolas eile a lorg de réir mar a leagtar amach sa reachtaíocht agus in RGCS

Seo na céimeanna atá le glacadh maidir le hiarratais rochtana chuig an eagraíocht:

* Seolfar aon iarratas maidir le rochtain ar eolas chuig an oifigeach cosanta sonraí i scríbhinn ag an seoladh ocs@forasnagaeilge.ie
* Tabharfar freagra ar an iarratas chomh tapa agus is féidir agus faoi mhí ar a dhéanaí
* Le bheith ag cloí leis an dlí, is chuig an iarratasóir amháin nó duine údaraithe leis an eolas a fháil is féidir an t-eolas a nochtadh. Ar an gcúis seo, caithfear deimhniú aitheantais a dhéanamh maidir leis an iarratasóir nó maidir leis an ionadaí atá acu. Is féidir leis na daoine seo iarratas a dhéanamh maidir le rochtain a fháil ar shonraí pearsanta:
	+ An duine aonair lena mbaineann na sonraí pearsanta
	+ Ionadaí de chuid an duine aonair lena mbaineann na sonraí pearsanta
	+ Duine ceaptha ag cúirt dlí
	+ Gníomhaireachtaí um fheidhmiú an dlí

Caithfear céimeanna cuí a ghlacadh le haitheantas an iarratasóra a dheimhniú sula dtosófar ar aon obair maidir leis an iarratas. Iarrfaidh Foras na Gaeilge síneadh ama dhá mhí ar an sprioc thuas má mheasann siad go bhfuil an t-iarratas casta nó ilghnéitheach. Tá forálacha eile an RGCS agus na reachtaíochta ábhartha má mheastar go bhfuil iarratas gan bhunús nó thar fóir.

**Gearáin**

* Leagann an rialachán agus an t-acht rialacha síos maidir le conas is cóir d’eagraíochtaí eolas a bhailiú agus a úsáid agus tá Foras na Gaeilge tiomanta cloí leis na rialacha sin, i gcomhréir le scála na n-acmhainní atá ag an eagraíocht agus na freagrachtaí atá orthu. Ach má mheasann duine aonair nár láimhseáil Foras na Gaeilge a sonraí pearsanta de réir an achta, is féidir leo gearáin a dhéanamh leis an oifigeach cosanta sonraí ag ocs@forasnagaeilge.ie.
* Is féidir le duine aonair gearán a dhéanamh freisin mura bhfuil siad sásta leis an mbealach ar pléadh lena n-iarratas rochtana. De ghnáth gheobhaidh siad freagra faoi 20 lá oibre tar éis d’Fhoras na Gaeilge an gearán a fháil.
* I ndiaidh na céime seo, agus má tá siad fós míshásta, is féidir le duine aonair iarraidh ar An Coimisiún Cosanta Sonraí áireamh a dhéanamh maidir le conas mar atá Foras na Gaeilge ag comhlíonadh an achta i dtaca lena sonraí pearsanta.

**CRÍOCH**

**Privacy Statement**

Foras na Gaeilge has set out this privacy statement as a demonstration of their firm commitment to privacy. Below is information on the procedures Foras na Gaeilge has in place for the collection and dissemination of information.

A user can access our websites and use some of the services without giving any information.  On the other hand, however, to use Foras na Gaeilge online services or request services all users must provide essential contact and demographic information. We do not provide this information to any third parties.

We do not follow the browsing path of any user outside of our own websites.

**Information gathered by forasnagaeilge.ie**

Form submissions and requested services –

if users wish to contact Foras na Gaeilge about products and services, they must enter personal details.  The services for which personal details are required are:

* Register with us
* Contact
* Application forms for online schemes

Usually the required information is an email address and a name if a user is contacting Foras na Gaeilge about services.  When a user contacts us about services he or she can choose ‘requested services’ as well to request information or various offers by email (see Requested Services Procedures below).

If a user does not wish to continue to receive emails from Foras na Gaeilge after registering, this just needs to be made known and the contact will not continue.

Foras na Gaeilge recognises their responsibility in regard to the management of any personal details and they are committed to protecting and preserving privacy by fulfilling the obligations of the Data Protection Act and the General Data Protection Regulation (GDPR).

**Cookies**

This site uses Google Analytics, an online analytics provided by Google, Inc. (“Google). Google Analytics uses cookies, which are text files which are put on your computer to help the site analyse the way visitors use the site. The information about the use you make of the site (including your IP address) is forwarded to Google. Google stores the information on servers in places outside of Ireland including the United States of America, Europe or Asia. Google will use this information to assess the site, to generate reports on the use of the site for operators and to supply services on the use of the site and of the internet. Google may transfer this information to a third party if necessary in accordance with the law or if a third party is processing information on behalf of Google. Google will not link your IP address with any other information kept by Google. You can refuse to use cookies by selecting the appropriate settings on your browser. It must be remembered, however, that there is a chance that you will not be able to use the site’s full functionality if you select these settings. The use of this site is the same as giving permission for Google to process information in the way and for the purposes set out above. More information on the way Google uses cookies is available at <http://www.google.com/policies/technologies/cookies/> and information on Google Analytics uses of cookies on web sites is available at [http://www.google.com/policies/technologies/cookies/](http://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage).

**Autologged information**

We use your IP address, your UA logging user agents and your referring address to help us diagnose difficulties with our server, to administer the website and to recognise unique users.  Your IP address is used as well to collect general demographic information.  We do not provide this information to any third parties.

**Irish Data Protection Commissioner**

More information on your rights in relation to data privacy is available on the Data Protection Commissioner’s site, http://www.dataprotection.ie/docs/A-guide-to-your-rights-Plain-English-Version/r/858.htm

**Email**

From time to time Foras na Gaeilge uses email addresses collected from online forms to send out information to subscribers in relation to Foras na Gaeilge services.  It is possible to make known on all forms that you would like further information by email from Foras na Gaeilge.

**External links**

Links to other sites are available on this site.  Foras na Gaeilge is not responsible for privacy practices or the content of these sites.

**Security**

This site has security measures in place as protection against loss, abuse and change of information under our care. Unfortunately, no guarantee can be given that data sent on the internet will be 100% secure. Therefore, although we make every effort to ensure that your personal data are secure , Foras na Gaeilge cannot give any assurance or guarantee of security of any information you send us, online products or services. It is at your own risk.  From the time we receive your details we will make every effort to ensure that they are secure on our systems.

**Rights of the individual**

According to the legislation and the GDPR individuals have these fundamental rights in respect of personal details kept about them:

1. The right to have access to personal details and information specifically about them
2. The right to correct mistakes in these details or information
3. The right to ask for these data or this information to be destroyed (the right to be forgotten)
4. The right to refuse direct marketing
5. The right to prevent personal data
6. The right to transfer personal details

Foras na Gaeilge will adhere to the requirements of the GDPR in every way, proportionate to the organisation’s resources and responsibilities.

**Requests for access**

In accordance with the above rights an individual has the right to request access to personal details and information kept about them to check the information and to ensure the legality of the processing of the information. Under the GDPR they have the right:

* To seek confirmation that their personal details are being processed
* To get access to their personal data
* To seek other information as set out in the legislation and in the GDPR

These are the steps to be taken in relation to the requests for access to the organisation:

* Any request for access to information will be sent to the data protection officer in writing at this address: ocs@forasnagaeilge.ie
* The application will be answered as soon as possible and within a month at the latest
* To adhere with the law, the information will be revealed to the applicant only or to a person authorised to receive the information. For this reason, identity must be confirmed in respect of the applicant or the representative they have. These persons can make an application to get access to personal details:
	+ The person to whom the personal details apply
	+ A representative of the person to whom the personal details apply
	+ A person appointed by a court of law
	+ Law enforcement agencies

Appropriate steps must be taken to confirm the identity of the applicant before any work is begun on the application. Foras na Gaeilge will request a time extension of two months to the above deadline if they judge that the application is complicated or multifaceted. The other provisions of the GDPR and the legislation are relevant if it is judged that the application is without basis or excessive.

**Complaints**

* The regulation and the act set out rules on how organisations should gather and use information and Foras na Gaeilge is committed to adhering to those rules, in proportion with the scale of the resources the organisation has and their responsibilities. But if an individual believes that Foras na Gaeilge has not handled their personal details in accordance with the act, they can make a complaint to the data protection officer at ocs@forasnagaeilge.ie.
* An individual can also make a complaint if they are not happy with the way their application for access was dealt with. They will usually receive an answer within 20 working days after Foras na Gaeilge receiving their complaint.
* After this step, and if they are still unhappy, an individual may ask the Data Protection Commission to make a calculation as to how Foras na Gaeilge fulfilling the act in respect of their personal details.

**END**