**Community Safety Fund 2025**

**Completed Application Forms must be returned by 5 pm on 16/05/2025**

*In order to submit an application for funding, this form must be accompanied by the required financial and governance documentation and a completed funding proposal.*

*Failure to submit this documentation or submitting them after the closing date will render your application ineligible.*

*If your organisation is not subject to audit, your most recent annual financial report is required.*

**Application Form**

**Section A - Organisation Details**

1.1 Full name of organisation/group making application

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1.2 Address, including Eircode

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1.3 Main Point of Contact for this application, including telephone number and email address

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1.4 Website

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1.5 Specify your Organisation Type: Public Body, Private Company, Local Authority, NGO, Voluntary Organisation, Other

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1.6 When did the organisation come into existence?

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1.7 Describe the organisation including geographical reach and the services provided

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1.8 Registered Company and/or Charity

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| --- | --- |
| Company Number (s): |  |
| Charity Number (per Charity Regulatory Authority) |  |
| If your organisation has charitable status, do you claim to be compliant with the Charities Governance Code? |  |
| Is the organisation a Complex or Non-Complex Charity for the purposes of the Code? |  |
| Does your organisation have any principles that you are not yet compliant with? If yes, list them. |  |

1.9 Tax Clearance

|  |  |
| --- | --- |
| Tax Clearance Number: |  |
| Tax Clearance Expiry Date: |  |

1.10 Details of Management Structure/Arrangements (including Board of Management)

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| --- | --- | --- |
|  | Name | Contact Details |
| Director (s) |  |  |
| Chief Executive Officer |  |  |
| Chairperson |  |  |
| Secretary |  |  |
| Treasurer |  |  |

1.11 How often does the Board meet, and what is its role in decision making?

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**Section B - Project Details**

**Overview**

2.1 Reference the Department’s Funding Scheme.

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| --- |
| 2025 Community Safety Fund |

2.2 Name of the Project.

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2.3 Briefly describe the Project/Proposal. (150 words)

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2.4 Describe the scope and purpose of the Project (500 words). This should specify:

* What you are proposing to do
* The need you have identified
* How you have identified this need
* How the Project will address perceived gaps in the current services offered
* How the Project fits into the objectives of the Community Safety Fund.

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2.5 Outline the Project timeframe. Enter your project start date, end date, and total duration in months (i.e. project duration rather than implementation time).

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| --- | --- | --- |
| Start date (dd/mm/yyyy) | End date (dd/mm/yyyy) | Duration in months |
|  |  |  |

2.6 Confirm that your application is either a once-off initiative, a short-medium project limited to 2 years, or a proof of concept.

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2.7 State the geographical scope of the Project. List all locations, both existing and proposed.

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2.8 State the target group(s) that are expected to benefit from this Project and how they have been identified, including disadvantaged persons, people in rural areas, and groups at risk of marginalisation and multiple discrimination.

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2.9 Provide the total number of participants you expect to benefit from this Project.

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2.10 Outline the feasibility and sustainability of the Project in benefitting the community. (250 words)

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**Objectives, Outcomes, and Outputs**

2.11 Outline the overall objectives to be delivered by the Project / Proposal (e.g. reduce juvenile offending for males under 16 in location)

|  |  |
| --- | --- |
| Objectives | |
| No. | Objectives to be delivered through the Project / Proposal |
| 1. |  |
| 2. |  |
| 3. |  |

2.12 Outline the outputs/outcomes to be delivered by the Project / Proposal (e.g. engage X number of juvenile offending males, reduce juvenile offending for males under 16 in location X by X%)

|  |  |
| --- | --- |
| Outputs and Outcomes | |
| No. | Outputs/outcomes to be delivered through the Project / Proposal |
| 1. |  |
| 2. |  |
| 3. |  |

2.13 For each of the outputs/outcomes outlined above, specify the actions that apply in the table below. Each action must be **SMART** (Specific, Measurable, Achievable, Realistic, Time bound)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Output/outcome 1: | | | | |
| No. | Description of Action | Participant numbers in total | Projected cost of total output | Date to be delivered by |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Output/outcome 2: | | | | |
| No. | Description of Action | Participant numbers in total | Projected cost of total output | Date to be delivered by |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Output/outcome 3: | | | | |
| No. | Description of Action | Participant numbers in total | Projected cost of total output | Date to be delivered by |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

2.14 Outline the potential to mainstream the Project/Proposal and/or contribute learning to the community safety field. (250 words)

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2.15 Demonstrate how the planned Project/Proposal will improve services and impact community safety. (250 words)

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2.16 Outline how you intend to effectively manage the Project to deliver on the agreed outputs/outcomes. State your management processes to monitor and report on the deliverables. (250 words)

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2.17 Identify the key performance indicators or metrics that will be used to measure progress. (250 words)

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**Service Delivery Experience**

2.18 Outline any previous experience that your organisation has in delivering a similar project and outcome delivery (evidence of community-based work or of working in an area relevant to community safety or youth justice). (250 words)

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2.19 If applicable, provide details of the service you currently provide in the areas of community safety or youth justice. (250 words)

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2.20 Outline how the organisation monitors and evaluates its programmes and activities. (250 words)

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2.21 If this application is for a continuation of an existing service, provide details of services currently provided and detailed proposal to expand the current level of service. (250 words)

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2.22 Confirm if your organisation has previously delivered this Project approach, or has it previously been funded or delivered through another Service Provider that you are aware of. (250 words)

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**Youth-focused Projects**

2.23 If your project is youth focused, explain how your project differs from activities which would properly be included in a Youth Diversion Project Annual Plan. (250 words)

*This applies even if the proposed project is by a different youth service to that already funded under the YDP Programme. (Please note that this is part of the eligibility criteria for the fund and all Youth Justice Focused projects are screened by our Youth Justice team for eligibility)*

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2.24 If your project is youth focused, explain how you engage, or may engage, with any local Youth Diversion Project. If you do not engage with a local Youth Diversion Project, explain why. (250 words)

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**Section C - Financial Information for Organisation**

*If information is not available, please indicate why it is not available. Failure to complete this section will result in your application being deemed incomplete and ineligible.*

3.1

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| --- | --- | --- | --- |
| **Auditor Information** | | | |
| **Name** | **Address** | **Telephone Number** | **Email** |
|  |  |  |  |

*You are required to submit a copy of your organisation’s most recent audited Annual Accounts or Accountants Report, with this application.*

*You also required to attach a copy of the organisation’s Financial Management Policies and Procedures; Risk Policies and Procedures; and Procurement Policy.*

3.2

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Additional Comments** |
| **Are your accounts audited annually?** |  |  | **[If your accounts are not audited annually please explain why here or provide any other comment as necessary]** |
| **Confirm Audited Accounts or Accountants Report and an Annual Report for the previous financial year are enclosed with this application.** |  |  |  |
| **Confirm organisation’s Financial Management Policies and Procedures, Risk Policies and Procedures and Procurement Policy are enclosed with this application.** |  |  |  |
| **Has your organisation received a qualified set of accounts in the past 5 years?**  **A qualified set of accounts is when an auditor has expressed reservations about whether they represent a true and fair view of the company's financial condition.**  **If yes, please outline the reasons for the qualification.** |  |  |  |
| **Does your organisation use credit cards? If yes, outline the number of credit cards in place and what they are used for.** |  |  |  |
| **Confirm tax clearance is in place and you have attached a copy of your tax clearance cert with this application.** |  |  |  |
| **Tax Reference ID** |  |  |  |
| **Tax Clearance Access Number** |  |  |  |

3.3 What are your organisation’s primary sources of funding?

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3.4 Does your organisation maintain financial reserves? If so, what is your policy on reserve levels and how are they managed?

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3.5 Has your organisation previously applied for funding for this initiative from the Department of Justice or any other Government body within the past 5 years? If yes, please provide comprehensive details of the funding received including organisation, amount and purpose, the outputs and outcomes and how this delivered value for money.

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3.6 Is your organisation currently in receipt of funding for this initiative from other public bodies? If yes, please provide comprehensive details of the funding, the outputs and outcomes and how this delivered value for money. *Note, if you receive other funding in the future, you must advise all public funders of the new income source.*

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3.7 Has your organisation received funding from any other source (including statutory agencies, sponsors, fundraising or EU funds) in the past 3 years?

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| --- | --- | --- | --- | --- | --- |
| **Funding sources in the past 3 years (current year and prior 2 years)** | | | | | |
| **Year** | **Name of Funding Body** | **Project Name**  **(if non-project, or ‘core’ funding, please state this)** | **Name of Grant Scheme (e.g. European Social Fund)** | **Duration of funding** | **Amount** |
|  |  |  |  |  |  |
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**Section D - Financial Information for Project**

4.1 What is the total cost of operating your project for each of the years?

Where the funding is on an annual basis, please specify for 1 year only. Additional rows should be completed for each year of the project.

|  |  |  |
| --- | --- | --- |
| Year | Total cost of your project per year | Funding being sought from the Department of Justice |
| 2025 | € | € |
| 2026 | € | € |
| Total amount sought from the Department of Justice for the duration of the Project | € | |

4.2 Total cost of operating the project analysed between payroll and non-payroll costs.

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Total cost of your project per year | Payroll cost | Non-pay cost |
|  | € | € | € |

*Any allocation of management overheads or charges must be agreed with the Department of Justice in advance of signing of funding agreement.*

4.3 Current projects only

|  |  |
| --- | --- |
| Current cost of the project per year, if applicable | € |
| If new/additional proposal (including expansion), please provide the following breakdown. | |
| Services currently provided | € |
| Payroll cost | € |
| Non-pay cost | € |
| Additional proposal (including expansion) to the current level of service | € |
| Payroll cost | € |
| Non-pay cost | € |

4.4 Detailed budget breakdown

|  |  |
| --- | --- |
| Complete the following table | |
|  | Budget allocation |
| Staff costs (including PAYE/PRSI etc.) | € |
| Staff expenses (including Travel & Subsistence) | € |
| Volunteer expenses | € |
| Premises (including rent, heating, lighting, water charges, repairs and maintenance) | € |
| Equipment | € |
| Consumables | € |
| Administration | € |
| Training Costs | € |
| Other costs\* (specify other costs) | € |
| Total | € |
| Total project cost (if greater than amount being sought in this application) | € |
| Source of surplus funding |  |

\*Please adjust and/or add extra budget headings as necessary

*A breakdown of the proposed budget expenditure can also be submitted separately with your application. However, it must be supplied as part of the application. Failure to submit a budget breakdown will result in your application being deemed incomplete.*

4.5 Detailed payroll breakdown

*You should provide details of all proposed staff costs associated with the project (this may be attached in an appendix). Justification must be provided for the salary costs being proposed by reference to relevant salary levels in the labour market. The Department may impose a cap on the level of salary costs it will support. Where additional benefits are provided to project staff (i.e. car, car allowance, health insurance, bonus, etc.) these should be documented and included as part of the application.*

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| --- | --- |
| Total number of project staff |  |
| Total number of staff (whole time equivalents) |  |
| Total staff costs (gross salaries and Employers PRSI and pension contribution) |  |
| Salary level justification |  |
| Number of volunteers involved in carrying out this project/service |  |

4.6

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| --- | --- | --- | --- | --- | --- |
| Details of payroll costs for direct staff on the proposed project | | | | | |
| Title | Role description | Gross salary (Salary + PRSI/ER) | Employer Pension contribution | % of time per day on the project | Cost of other benefits (car, bonus, etc.) |
|  |  |  |  |  |  |
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4.7

Please give a breakdown of gross pay, allowances/ expenses and number of staff in your organisation, as set out below.

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| --- | --- |
| Gross pay, allowances / expenses | No. of Staff |
| Less than €35,000 |  |
| €35,000 - €45,000 |  |
| €45,001 - €55,000 |  |
| €55,001 - €65,000 |  |
| €65,001 - €75,000 |  |
| €75,001 - €85,000 |  |
| €85,001 - €95,000 |  |
| Greater than €95,000 |  |

4.8

Demonstrate the need for funding from the Community Safety Fund rather than alternative funding sources.

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4.9

Please outline how the project will achieve maximum output for the proposed budget and costs in line with market norms.

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**Section E - Governance Details**

5.1 Outline your organisation’s Governance Structures.

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5.2 Outline what controls your organisation has in place to ensure good financial management. Please provide details of the administrative capability in your organisation. Financial and governance procedures must be submitted to support the application.

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5.3 Outline details of the governance controls in your organisation to ensure that good governance and oversight practices are in place in relation to risk assessment, including vetting of staff and volunteers for work with vulnerable adults and children as may be appropriate.

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5.4 How does the organisation ensure compliance with relevant laws and legislation?

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5.5 Outline internal training and induction procedures for staff and volunteers.

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5.6 Outline systems for onward referral to other services as may be required.

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5.7 Outline support and professional development provision for staff and volunteers.

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5.8 Describe any added value/benefits that the project will deliver.

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5.9 Please provide any other relevant information to support your application.

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*Please note that the Department reserves the right to request additional information from applicants regarding how their project relates to existing local area initiatives such as Local Community Safety Partnerships, Local Community Development Committees and related action plans such as Local Community Safety Plans, Local Economic and Community Plans or any other relevant local, regional or national strategy. Such information may be taken into account in assessing your application.*

**Section F - Children First 2005**

Please note that this section of the form only applies to organisations providing services which come under the criteria of relevant services as provided for under Schedule 1 of the Children First Act 2015. Otherwise this section of the form need not be completed.

The Act requires providers of relevant organisations to keep children safe from harm while availing of their services, to undertake a risk assessment to identify the potential for harm to a child who is availing of their service, and to prepare a child safeguarding statement which sets out the policies and procedures which are in place to mitigate the risks identified.

Schedule 1 of the Act specifies work or activities for the purposes of the definition of relevant services and includes work or activities which mainly involving access to or contact with children.

See more details on this at http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf

6.1 Does this apply to your organisation?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

6.2 All remaining provisions of the Children First Act 2015 commenced on 11 December 2017. Please confirm that you are fully compliant with all relevant provisions of the Act. (Please note that you will be required to provide a follow-up assurance.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

6.3 Please provide an outline of the arrangements that you have put, or will be putting, in place to ensure said compliance with the Act.

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**Section G - Declaration**

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| **I declare that I have read and understood the Department of Public Expenditure and Reform Circular: 13/2014 ‘Management of and Accountability for Grants from Exchequer Funds.’**  <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf> **and that the requirements and procedures as stated in Circular: 13/2014 will be complied with by my organisation as a grant recipient.**  **I acknowledge that funds must be used for the purpose for which they may be granted and the right of the Department to recover funds not in compliance with any Grant Agreement resulting from this application for funding.**  **I also certify that the information in the attached application is true and accurate and that the proposed project meets the funding theme and that it can be completed within the eligible project dates.** |

|  |  |
| --- | --- |
| **Form to be Signed by an Authorised Signatory on Behalf of the Organisation** | |
| **Name (block capitals)** |  |
| **Signature** |  |
| **Role in the organisation** |  |
| **Date** |  |

Please direct any queries and completed Application Forms to: [CommunitySafetyFund@justice.ie](mailto:CommunitySafetyFund@justice.ie)

**Section H - Funding Application Form Privacy Notice**

***Introduction***

1. The data you provide is collected by Funds Administration Unit, a Business Unit of the Department of Justice (DoJ). The data controller for the information you provide is the Department of Justice and the data controller’s contact details are:

Department of Justice,

51 St. Stephen’s Green,

Dublin 2, D02 HK52.

[CommunitySafetyFund@justice.ie](mailto:CommunitySafetyInnovationFund@justice.ie)

***How will your personal data be used?***

1. We may use the personal data you provide for the following purpose(s):

For contact purposes relating to processing of an application for funding and assessing eligibility for funding.

***Legal Basis for processing your Personal Data***

1. Our legal basis for collecting and processing this data is as follows:

to carry out a task in the public interest, i.e., to provide a financial provision (Grant), originating in the Justice Vote, for a particular activity or service administered or undertaken by an outside body, including agencies, companies, committees, advisory groups, charities or individuals.

***Security of Personal Data***

1. The personal data provided will be stored securely on DoJ IT servers in email and/ or the eDocs system provided by Office of Government CIO.

***Sharing of Personal Data***

1. It may be shared, where appropriate, with the following third parties:

the relevant Business Unit in the Civil or Criminal Policy function with responsibility for the stream of funding relating to the application for funding.

***Further processing of your Personal Data***

1. There will be no further processing of your data.
2. We may also process your personal data for research or statistical purposes as allowed under the Data Protection Act 2018 and the GDPR.

***Contact for Queries***

1. The contact for any queries is

Funds Administration Unit,

Department of Justice,

Floor 1

7 Ely Place,

Dublin 2,

D02 TW98.

[CommunitySafetyFund@justice.ie](mailto:CommunitySafetyFund@justice.ie)

***How long will Personal Data be retained?***

1. This data will be stored in accordance with the requirements of the National Archives Act 1986.

***How to Request a copy of your Personal Data***

1. You can request a copy of your personal data by completing a Subject Access Request (SAR) form, available:

* at <http://www.justice.ie/en/JELR/Pages/Data_Protection>or
* from the Data Protection Support and Compliance Office (DPSCO) at the address below.

Forward the completed form by email to [subjectaccessrequests@justice.ie](mailto:subjectaccessrequests@justice.ie) or by post to the DoJ Data Protection Officer at the address below. You will be required to verify your identity before the data can be forwarded to you. The time limit for responding to a SAR commences once your identity has been verified.

***Your Rights in relation to your Personal Data***

1. You have the right to rectify any inaccuracies in your data. To do this you should write to Funds Administration Unit, Department of Justice, Floor 1, 7 Ely Place, Dublin 2, D02 TW98. CommunitySafetyFund@justice.ie documenting the inaccuracies which need to be rectified. The right to rectification is not absolute and each request will be considered on its own merits.
2. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on the processing of your data as well as the right to object to the processing of your data. To do this you should write to the Business Unit as set out above. The right to erasure, restriction or objection is not absolute and each request will be considered on its own merits.
3. You have the right to lodge a complaint with the Data Protection Commission (DPC). You can contact the DPC by webforms on their website [www.dataprotection.ie](http://www.dataprotection.ie) or by post to:

21 Fitzwilliam Square South

Dublin 2

D02 RD28

Further details in relation to your data protection rights can be found in the Department of Justice Data Protection Policy available at:

<http://www.justice.ie/en/JELR/Pages/Data_Protection>

***Contact the DPO***

You can contact the Data Protection Officer (DPO) for the Department of Justice by post at:

The Data Protection Officer,

Department of Justice,

51 St. Stephen’s Green,

Dublin 2, D02 HK52.

Or

by email - [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie)