



To each Member

16 April 2018

New credit facility arrangement for Bar and Restaurant purchases

I am writing to inform you that the Houses of the Oireachtas Commission has approved new arrangements for Members who wish to avail of credit facilities in the Bar and Restaurant.

With effect from **23 April 2018**, Members will be required in advance of making any new purchases on credit to complete the attached application and deduction mandate form(s) (separate forms required for Bar and Restaurant). The completed application form(s) will authorise the Oireachtas Service to arrange for any outstanding aged debt balances to be deducted by the preferred payment method of either a credit/debit card or a salary deduction.

A credit period of two calendar months from the date of the Statement of Account will be provided; thereafter any outstanding amounts will be classed as “aged debt” and automatically deducted.

Application and Deduction Mandate Forms

If you wish to avail of the new credit facilities, please complete the attached application and deduction mandate form(s) for the Bar and/or Restaurant.

The completed forms should be returned to Ms Caoimhe O’Rourke, Room [REDACTED], Engineering Block as soon as possible in order that there is a seamless credit facility transition for you in terms of all purchases made on or after 23 April 2018.

If you have not previously availed of credit or don’t intend to avail of the approved credit facilities in the future then there is no need to complete the forms.

How the new credit system will operate

Monthly statements will continue to issue to you.

At the end of each month, any aged debt will be progressed to full payment via a mandated deduction in the month following the end of the credit period e.g. new purchase amounts in April 2018 remaining unpaid at end June 2018 will be automatically deducted from pay in early July 2018 or will be charged to the nominated credit/debit card.

If you have obtained credit and wish to avoid a salary or credit/debit card deduction, you can settle your account directly by any of the usual payment methods.



Leinster House
Dublin 2
Tel +353 1 618 300

Teach Laighean
Baile Átha Cliath 2

To facilitate the transition to the new credit arrangements, Members will have until the end of May 2018 to clear existing aged debt before the mandated deduction option is utilised for the first time in mid-June 2018.

Discontinuing with a credit account

Should you wish to discontinue use of the revised credit facility you can do so by making contact with Members Services (Catering). Your current credit account will be closed and you will then operate on a pay as you go basis.

Any Member who has an outstanding balance and decides **not** to avail of a credit facility will be contacted by Members Services (Catering) in the coming weeks to make the necessary arrangements to settle his/her account in full.

The totality of these arrangements are set out in the Protocol entitled 'New credit facility arrangement for Bar and Restaurant purchases', a copy of which can be obtained on request from Ms Caoimhe O'Rourke, Room [REDACTED], Engineering Block .

When not to seek credit

Out of courtesy to the Catering and Bar staff, Members who opt not to re-open a credit facility or who do not return completed application and deduction mandate form(s), should not seek credit from staff when purchasing any food or drink items in any of the Bars and/or Restaurants after 23 April 2018.

Any follow-up queries

If you have any follow-up queries on this letter or the application form, please feel free to contact Ms Erin Ó Séaghdha (Assistant Principal Officer), Members Services (Catering) either by email [REDACTED] or by telephone 01 618 [REDACTED] or contact Ms Caoimhe O'Rourke (Administrative Officer) Members Services (Catering) either by email [REDACTED] or by telephone 01 618 [REDACTED].

Yours Sincerely

Ciaran Smith
Principal Officer
Members and International Services

APPLICATION AND DEDUCTION MANDATE FOR BAR ACCOUNT

ACCOUNT DETAILS

TITLE

FIRST NAME

LAST NAME

BILLING DETAILS

(This is the address for the monthly statement and for all correspondence in respect of your Bar account)

Oireachtas Service Personnel Number (this can be found on your payslip)

Amounts charged to your account which have not been cleared within the prescribed timeframe will be deducted via your chosen payment method following issue of your monthly statement.

PLEASE INDICATE YOUR PREFERRED PAYMENT METHOD. IF YOU DO NOT INDICATE A PREFERENCE THE DEFAULT PAYMENT METHOD WILL BE BY SALARY DEDUCTION.

DEBIT/CREDIT CARD

SALARY DEDUCTION

DECLARATION AND SIGNATURE

- I confirm the personal details I have given are correct.
- I accept that I am responsible for all authorised expenditure on account, inclusive of expenditure incurred by authorised staff on my behalf.
- I agree to the credit arrangements introduced from 23 April 2018 and authorise that balances on my account that are 2 months or older will be deducted from my salary by Salaries Section, Houses of the Oireachtas Service, or if provided, by my nominated credit/debit card.
- I agree that, should the nominated credit/debit card be declined and no alternative payment method forthcoming, the relevant deduction will be taken from my next available salary instead.
- I agree that I am liable for the prompt payment of all outstanding balances on my Restaurant account following the closure of my credit account. Any outstanding balances at the end of the month in which the account is closed will be collected via my preferred payment method.

CREDIT/DEBIT CARD DETAILS

Amounts charged to your account, and not cleared within the prescribed timeframe, will be debited to your nominated card following issue of your monthly statement (usually 10 working days after the statement date).

Credit/Debit Card Type

Credit/Debit Card Number

Name on Card

For Security reasons we do not collect your card expiry date on this form. Once your account has been opened we will contact you separately for this information

Please see overleaf for Privacy Statement

APPLICATION AND DEDUCTION MANDATE FOR RESTAURANT ACCOUNT

ACCOUNT DETAILS

TITLE

FIRST NAME

LAST NAME

BILLING DETAILS

Account Address

(This is the address for the monthly statement and for all correspondence in respect of your Restaurant account)

Oireachtas Service Personnel Number

(this can be found on your payslip)

Amounts charged to your account which have not been cleared within the prescribed timeframe will be deducted via your chosen payment method following issue of your monthly statement.

PLEASE INDICATE YOUR PREFERRED PAYMENT METHOD. IF YOU DO NOT INDICATE A PREFERENCE THE DEFAULT PAYMENT METHOD WILL BE BY SALARY DEDUCTION.

DEBIT/CREDIT CARD

SALARY DEDUCTION

DECLARATION AND SIGNATURE

- I confirm the personal details I have given are correct.
- I accept that I am responsible for all authorised expenditure on account, inclusive of expenditure incurred by authorised staff on my behalf.
- I agree to the credit arrangements introduced from 23 April 2018 and authorise that balances on my account that are 2 months or older will be deducted from my salary by Salaries Section, Houses of the Oireachtas Service, or if provided, by my nominated credit/debit card.
- I agree that, should the nominated credit/debit card be declined and no alternative payment method forthcoming, the relevant deduction will be taken from my next available salary instead.
- I agree that I am liable for the prompt payment of all outstanding balances on my Restaurant account following the closure of my credit account. Any outstanding balances at the end of the month in which the account is closed will be collected via my preferred payment method.

CREDIT/DEBIT CARD DETAILS

Amounts charged to your account, and not cleared within the prescribed timeframe, will be debited to your nominated card following issue of your monthly statement (usually 10 working days after the statement date).

Credit/Debit Card Type

**Please see overleaf for
Privacy Statement**

Credit/Debit Card Number

Name on Card

For Security reasons we do not collect your card expiry date on this form.
Once your account has been opened we will contact you separately for this information

Please return completed form to Members Services (Catering), Rm. 8.18, Engineering Block, Houses of the Oireachtas, Kildare St. Dublin 2

ARRANGEMENTS

Once this account application is received, an approved credit account will be opened in your name. Account balances accrued after 2 months will be **automatically deducted by your selected payment method**. Should you no longer wish to avail of credit facilities, please notify Caoimhe O'Rourke at caoimhe.orourke@oireachtas.ie and your credit account will be closed. Please note if after opening an approved credit account you, at a later date, notify us that you wish to cease availing of approved credit facilities, any outstanding balances which have not been paid by one of the alternate payment methods will be necessarily deducted via your selected payment method to clear the account.

PRIVACY STATEMENT

Identity, address, and Data Protection Officer

The **Houses of the Oireachtas Commission** ("Commission") decides for what purposes the information in this form (your "Personal Information") is to be dealt with, and how. The address of the Commission is **Leinster House, Kildare Street, Dublin 2**. The Commission retains a **Data Protection Officer** whose duty it is to ensure that the Commission deals with your Personal Information lawfully. Her name is **Jennifer McGrath**, and her direct line in the Houses is **(01) 618 [REDACTED]**.

Purposes, lawful basis, consequences of your not providing your Personal Information

The Commission needs your Personal Information to set up your account at your request, and for the contract by which the Commission supplies you with food and drink and related goods or services on credit and so you can pay your balance by debit or credit card. Without the Personal Information, the Commission won't be able to set up an account for you, and you will not get credit; if you don't give details of your debit or credit card, you will have to pay your balance by deduction from your salary.

Who will get your Personal Information?

If you choose to pay by debit or credit card, your Personal Information will be passed on to the debit or credit card operator, and may be passed on banks, for example, in order to process your payments.

Transfers to third countries

The Commission will ensure that, if your Personal Information is transferred to a country outside the EU, the special protections that apply to keep the transferred Personal Information private and secure are complied with.

Retention

The Commission will retain your Personal Information only as long as is necessary for the purposes set out in this Privacy Notice; this may be up to 7 years after you close your account with the Commission, or 7 years after the last transaction, whichever is the later.

Further dealing with the Personal Information

The Commission does not normally deal with your Personal Information in a way not described in this Privacy Notice. The Commission might have to do so if, for example, it needed to take legal proceedings, or if the Personal Information had to be released under the Freedom of Information Act, or by court order.

Your rights about your Personal Information

You may ask the Commission for a copy of your Personal Information (currently subject to a fee of €6.35 which will no longer apply from later in the year, and currently within a standard overall timeframe of 40 days, to be reduced to one month later this year). You may ask the Commission to supplement or correct your Personal Information if it is incomplete or incorrect (including out of date). You may be able to ask the Commission to delete Personal Information, especially if the Commission no longer needs it, or not to deal with it for the time being, for example, if you think it is incorrect. You may be able to ask for your Personal Information to be sent to another service provider. You are entitled not to be subject to automated decision making, including profiling.

Redress

If you are not content with how the Commission is dealing with your Personal Information you may bring your dissatisfaction to the attention of the **Data Protection Commissioner**: see www.dataprotection.ie. Later this year, she will be replaced by a statutory body known as the **Data Protection Commission**.