



Comhairle Chontae Liatroma Leitrim County Council

PRIVACY STATEMENT for Housing Support Services

Who are we?

Leitrim County Council (the Council) is the democratically elected unit of Local Government in County Leitrim and is responsible for providing a range of services to meet the economic, social and cultural needs of the people of our County. In order to provide the most effective and targeted services to meet the needs of the citizens, communities and businesses of County Leitrim we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, information sought may include 'personal data' as defined by the Data Protection Acts and the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past; current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect process and use certain types of personal data to comply with regulatory or legislative requirements or to carry out functions in the public interest.

Why do we have a Privacy Statement?

This privacy statement has been created to demonstrate the Council's commitment to you that personal data which you may be required to supply to us, to enable us to provide services, is:

- Obtained lawfully, fairly and in a transparent manner,
- Obtained for only specified, identified and legitimate purposes,
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained,
- Is collected and processed accurately and kept up to date (where necessary)
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy at http://leitrimcoco.ie/eng/Your-Council/Data_Protection_FOI/Privacy/Leitrim-County-Council-Privacy-Policy.html

You can request a hard copy at 071 9620005.



Comhairle Chontae Liatroma Leitrim County Council

What is the activity referred to in this Privacy Statement?

We have set out below, in a table format, a description of all the ways we plan to use your personal data, in the provision of Housing Support Services and which of legal bases we rely on to do so. We may share your personal data with the following parties in connection with our processing of your personal data:

Service Name:	Purpose/Activity	Type of Data	Lawful Basis for Processing - Article 6. 1(c) and/or Article 6.1(e) of the GDPR in conjunction with the legislation set out below:	Data sharing within and outside the Council
Privately Rented Accommodation Standards Control	Statutory obligation to inspect private rented properties	Identity data, contact data, financial data, transaction data.	Housing Acts 1966-2014. Housing (Miscellaneous Provisions) Act 2009. Housing (Standards for Rented Houses) Regulations 2017. Residential Tenancies Board Acts 2004-2017.	Sharing outside the Council: Data is shared with the Residential Tenancies Board, when requested. Sharing within the Council: Inspection reports are occasionally shared with the Capital Acquisitions Unit where properties are referred. In certain instances data is shared with Allocations/Assessments & Tenancy Enforcement Teams.
Tenancy Enforcement	For the purposes of tenancy enforcement	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Housing Act 1966 (as amended)	N/A
Nominations to approved Housing Bodies	Nomination to AHBs for consideration in filling of vacancies in their housing schemes	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	The Data Subject has given consent - Article (1) (a) of GDPR. Consent is recorded as part of their initial housing application and on the IHouse system.	Sharing outside the Council: Data is shared with Approved Housing Bodies and with An Garda Síochana where applicable. Data also shared with County Limerick Services Board which would be umbrella organisation for most AHBs in Limerick. Sharing within the Council: Data is shared with Assessments,



Comhairle Chontae Liatroma Leitrim County Council

				Homeless Action and Tenancy Support Teams.
Homeless Action Team	For the purpose of providing Emergency accommodation for clients experiencing homelessness in line with the Housing Act	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Housing Act 1988 & Section 10 of the Housing (Miscellaneous Provisions) Act 2009.	<p>Sharing outside the Council: Data is shared with the Health Service Executive, Department of Social Protection and other local authorities as appropriate in order to ensure relevant supports are available to clients while in emergency accommodation and to facilitate exit from homelessness. The Housing (Miscellaneous Provisions) Act 2009 provides a statutory structure to address the needs of people who are experiencing homelessness. The Act outlines a statutory obligation to have an action plan in place and the formation of a Homelessness Consultative Forum and a Statutory Management Group. HSE, DSP as part of the homeless action team, and with other local authorities should client require access to emergency accommodation within a different region. AHBs where clients are placed into emergency accommodation.</p> <p>Sharing within the Council: In order to support clients access to independent accommodation and exit homelessness through local authority emergency accommodation, HAP, RAS, Housing. Information regarding client needs, family situation, information that would be required for housing applications.</p>



Comhairle Chontae Liatroma

Leitrim County Council

Housing Rents Management	Housing Rents	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data, profile data, usage data, marketing and communications data.	Housing (Miscellaneous Provisions) Act 2014	N/A
LA Housing Allocations	To qualify for Social Housing Supports	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data, technical data, profile data, usage data, marketing and communications data.	Housing Act 1966, Housing Act 1988, Housing (Miscellaneous Provisions) Act 1979, 1992, 1997, 2002, 2009 and 2014. Housing (Traveller Accommodation) Act 1998, Residential Tenancies Act 2004, Residential Tenancies (Amendment) Act 2009 & 2015, Housing (Standards for Rented Houses) 2017, Social Housing Assessment Regulations 2011, Housing (Adaption for Older People and with a Disability) 2007 & 2014. Housing (Sales of Local Authority Houses) Regulations 2015.	Sharing outside the Council: Data is shared with Approved Housing Bodies, An Garda Síochana and external tenancy support bodies if applicable. Sharing within the Council: Data is shared with the Estate Management Unit, Homeless Action Team, HAP Limerick, and the Rental Accommodation Unit in order to qualify for housing supports. Data is also shared with HAPSCC and Design and Delivery.
Social Housing Support Assessment	Assessing Applicants to establish their need for Social Housing Services	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data.	Housing (Miscellaneous Provisions Act 2009, Social Housing Assessment Regulations 2011, Social Housing Assessments (Summary) Regulations 2016 Summary of Social Housing Assessments	N/A
Tenancy Support	Tenancy Support	Identity data, PPSN, contact data, financial data, transaction data, special category data, sensitive personal data	Housing Act 1966 (as amended)	N/A
Pre-tenancy Training	Pre-tenancy Training	Identity data, PPSN, contact data, financial data	Housing act 1966 (as amended)	N/A
Residents Forum	Organising Residents Forum	Identity data, contact data.	Housing Act 1966 (as amended)	N/A
Housing Adaptation Grant for People with a Disability	To process grant applications for people with a disability	Identity data, PPSN, contact data, financial data, transaction data, special category data, proof of property ownership.	Housing (Adaptation Grants for Older People & People with Disability) Regulations 2014	Sharing outside the Council: Data is shared with the Department of Planning, Housing and Local Government in respect of (Adaptation Grants for Older People & People with Disability). Sharing inside the Council: Data is shared with Finance Services in order to process payment for grants through accounts payable and data is also shared with Design and Delivery to enable inspections to be carried out to properties where grants are being sought.
Disabled Persons Grant (DPG)	To process Disabled Persons Grants	Identity data, PPSN, contact data, financial data, transaction data, special category data.	Housing (Adaptation Grant for Older People & People with Disability) Regulations 2014	Sharing outside the Council: Data is shared with Independent Occupational Therapists where appropriate. Sharing within the Council: Data is shared with Finance Services in order to process grant payments and also with Design & Delivery to enable inspections to be carried out to properties where grants are being sought.



Comhairle Chontae Liatroma Leitrim County Council

What categories of personal data is held by Leitrim County Council

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

The personal data you may be required to supply to the Council, or may be collected through other sources (i.e. investigations by Council staff; information from other third parties or agents acting on your behalf) are outlined in the above table under Type of Data.

All applicants for Social Housing Supports are required to provide information on the following categories of data (where applicable);

- PPSN for all members of the household
- Personal details of applicant and of any spouse or partner
- Nationality details of applicant and of any spouse or partner
- Marital details of applicant and of any spouse or partner
- Employment details of applicant and of any spouse or partner
- Weekly income details of applicant and of any spouse or partner
- Details of any other household members seeking accommodation
- Details of any medical or disability grounds which may have a bearing on the application
- Details of the current and historical accommodation arrangements of the applicant
- Details of any other property or land in which applicants have a financial interest
- Details of any public order offences of which the applicant or any member of the household has been convicted. All potential tenants sign a permission form to be Garda vetted prior to being offered council accommodation.
- Details of the type of social housing supports being sought
- List of areas within the boundaries of the Council where the applicant would accept social housing.

What will happen if the requested personal data is not provided?

The Council will not be in a position to provide Housing Support Services in accordance with the aforementioned legislation.

Is personal data submitted as part of this activity shared with other organisations?

The Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or



Comhairle Chontae Liatroma Leitrim County Council

abroad). Where this is required the Council shall have regard to your rights, to the security and integrity of the data and will minimise the data shared.

Data is **NOT** transferred to another country.

How long is my data kept for?

The Council has a detailed record retention policy which outlines time periods for which your personal data will be retained and what will happen to it after the required retention period has expired. A copy of Record Retention Policy can be accessed via the following link:

http://www.leitrimcoco.ie/eng/your-council/data_protection_foi/privacy/records-retention-schedules.html

Do you need to update your records?

Leitrim County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date.

In addition, if the data held by us is found to be inaccurate you have the right to rectify/correct this.

If you find that personal data we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by:

Writing to us at: Leitrim County Council, Áras an Chontae, Carrick-on-Shannon, Co. Leitrim. N41PF67

Emailing us at customerservices@leitrimcoco.ie

When making a request to update your record please provide evidence to support this - for example a copy of a document containing your new address – utility (Gas, Electricity, Phone) bill etc.

Your rights:

You have the right to obtain confirmation as to whether data concerning you exists, to request access to personal data held about you, to be informed of the content and source of data and check its accuracy.

If the data held by us is found to be inaccurate you have the right to rectify/correct this – see above on how to update your records.

You also, subject to certain conditions being met, have the right to object to or seek



Comhairle Chontae Liatroma Leitrim County Council

restriction of the processing of personal data and to request the erasure of personal data held by the Council. You also have the right to data portability where technically feasible.

Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.

To exercise these rights please contact us.

Leitrim County Council – Data Protection Officer

Phone	071 9620005
E-mail	dpo@Leitrimcoco.ie
Postal Address	Áras an Chontae, Carrick-on-Shannon, Co Leitrim. N41 PF67.

Right of Complaint to the Data Protection Commissioner

If you are not satisfied with the outcome of the response received by the Council you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you. The Data Protection Commissioner's website is www.dataprotection.ie or you can contact their Office at:

Phone Number	01 7650100 / 1800437 737
E-mail	info@dataprotection.ie
Postal Address	Data Protection Commissioner, 21 Fitzwilliam Square South, Dublin2. D02 RD28

Changes to Privacy Statement

We may make changes to this Statement. If we make any changes they will be posted on this page, and we will change the "Last Updated" date below.

LAST UPDATED ON **23rd September 2021**