



Comhairle Chontae Liatroma Leitrim County Council

PRIVACY STATEMENT for

Choice Based Letting – Social Letting Allocation of Dwellings

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.



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What is the activity referred to in this Privacy Statement?

Leitrim County Council operates a Choice Based Letting Scheme (CBL) for certain council properties within its administrative area. CBL is open to approved housing and transfer applicants who can submit an expression of interest to the Housing Department of Leitrim County Council in any property offered for tenancy under the CBL scheme.

What is the basis for making the processing of this personal data lawful?

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Leitrim County Council in accordance with Article 6(1)(c) of the General Data Protection Regulation, 2016. Specifically, the lawful basis for the procedures is listed below

The legal basis for administering Choice Based Letting by Leitrim County Council is contained in the following legislation:

- Social Housing Allocation Regulations 2011
- Social Housing Allocation (Amendment) Regulations 2016

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.

Categories of data used to process Social Housing Applications under the Choice Based Letting Scheme.

- First Name
- Surname
- Address
- Phone number
- E-mail address
- PPS Number

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

If the applicant does not provide the requested information, the application cannot be processed under the Choice Based Letting Pilot.



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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 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.



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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 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**