

# Data Protection Privacy Policy

## Housing Department

### 1. Introduction

The Housing Department, Fingal County Council needs to collect and use personal data (information) for a variety of purposes about Housing applicants, Fingal tenants and other individuals who come in contact with the Council. Data protection legislation safeguards the privacy rights of individuals in relation to the processing of personal data. This data protection privacy policy sets out the data protection policies of the Housing Department in keeping with the Data protection Act 1988, Data Protection (Amendment) Act 2003 and EU General Data Protection Regulation (GDPR). These legislative instruments confer rights on individuals as well as responsibilities on those persons processing personal data (Data Controllers). Personal data, both automated and manual, is data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information.

### 2. Purpose of this Privacy Policy

This policy is a statement of the commitment of the Housing Department to protection the rights and privacy of individuals in accordance with the Data Protection legislation.

### 3. Principles of Data Protection (EU General Data Protection legislation)

The Housing Department sets out the following policy and operational details in compliance with current Data Protection legislation in Ireland and the EU GDPR legislation.

**Data Controllers:** In respect of Housing applicants, tenants, or other individuals who come into contact with the Housing Department the Data Controller is the Housing Department.

**Data Processor:** The Housing Department may for the purpose of its functions under the Housing Acts 1966-2009, request and obtain information *in respect of Housing applicants or tenants* from another housing authority, the Criminal Assets Bureau, An Garda Síochána, the Department for Social Protection, the Health Service Executive (HSE), TUSLA, an approved housing body or *any other appropriate body in accordance with its function. In such circumstances the Housing Department is a Data Processor.*

*Data Controllers: The joint data controllers for the Housing Department are: DHRE, SUGAR (HAP) Limerick, DSP for API]*

*Who we share information with: Information is shared with other bodies and organisations:- MABS, HSE, RTB, Dept of Social Protection, An Post, An Garda Síochána, Rental Inspection Company, Management Agents & Management Companies, Landlords, Dept. of Housing, Planning and Local Government & Dept. of Environment, Heritage and Local Government.*

Data Processing Purposes: The Housing Department processes personal data for the following specified and lawful purposes and commits to its use and disclosure only in ways strictly compatible with these stated purposes. All data processed will be kept up-to-date and accurate and will at all times be stored securely and processed legally and only for the purposes set out below. Similarly, only the minimum amount of relevant data will be stored in relation to carrying out these purposes.

- Housing applications and allocations
- Rents
- Estate management
- Private Rented Properties (including RAS and HAP)
- Private Rental Properties Inspections
- Mortgage Allowance Schemes
- Incremental Purchase Schemes
- Home Improvement Loans for Improvement Works – Affordable Housing Scheme
- Applicant obtaining accommodation with Approved Housing Body – Letting/Priority List Schemes
- Transfer within 2 Local Authorities or Local Authority to Approved Housing Body
- Housing Adaption Grant Scheme for Older Persons (HOPS)
- Housing Adaption Grant Scheme for people with disabilities (HAGS)
- Mobility Aids Grant Scheme
- Cottage Purchase administration files
- Mortgage to Rent Scheme
- Shared Ownership Scheme
- Affordable Housing Scheme
- Tenant Purchases – Returns to Dept – RAS
- Part V agreements
- Land Acquisition – Private House Purchases
- Private Rental Dwellings Register
- Sale of Private Sites Scheme
- Vacant Site Register
- Housing Construction Tender Competitions
- Long Term Leasing (LTL)
- Energy Retrofitting Schemes
- Estate Management Grants
- Estate Management – Anti-Social Behaviour issues
- Housing Maintenance – Programme of Works
- Pre-fabs/Modular dwellings
- Tenders for Service Level Agreements
- Social Worker Client Cases
- Social Worker Review/Rent Arrears
- Holistic Needs Assessment
- Homeless Action Teams (HAT)
- Homeless – Sex Offenders Risk & Management (SORAM)

- Homeless – Single point of contact for prisoners
- Travellers funding
- Travellers Liaison Officer
- Traveller Welfare Unit – Provision of Halting Sites
- Purchase of Caravans

Categories of Data being processed:

- All data provided by the applicant in order to process housing inspections
- All data provided by the applicant in conjunction with their housing application
- All data required in order to carry out an annual rent assessment
- All data relevant to necessary works pertaining to Council property & land
- Department of Social Protection payments
- Employment information including salary
- All data required for property inspections
- All data required to assess Mortgage Allowance Schemes
- All data required to access Incremental Purchase Schemes
- All data required for Home Improvement Loans – Affordable Housing Scheme
- All data required for application obtaining accommodation with Approved Housing Body – Letting/Priority List Schemes
- All data required for transfer between 2 Local Authorities or LA to Approved Housing Body
- All data required for Housing Adaption Scheme for Older Persons (HOPS)
- All data required for Housing Adaption Scheme for people with disabilities (HAGS)
- All data required for Mobility Aids Grant Scheme
- All data required for Cottage Purchase administration files
- All data required for Mortgage to Rent Scheme
- All data required for Shared Ownership Scheme
- All data provided by the applicant in order to process their Affordable Housing Application
- All data required for Tenant Purchase – Returns to Dept - RAS
- All data required for Part V agreements
- All data required for Land Acquisition – Private House Purchases
- All data required for Private Rental Dwellings Register
- All data required for Sale of Private Sales Scheme
- All data required for Vacant Site Register
- All data required for Housing Construction Tender Competitions
- All data required for Long Term Leasing (LTL)
- All data required for Energy Retrofitting Schemes
- All data required for Estate Management
- All data required for Estate Management – Anti-social Behaviour Issues
- All data required for Housing Maintenance – Programme of Works

- All data required for Pre-fabs/Modular dwellings
- All data required for Tenders for Service Level Agreements
- All data required for Social Worker Client Cases
- All data required for Social Worker Review/Rent Arrears
- All data required for Holistic Needs Assessment
- All data required for Homeless Action Teams (HAT)
- All data required for Homeless – Sex Offenders Risk & Management (SORAM)
- All data required for Homeless – Single point of contact for prisoners
- All data required for Travellers funding
- All data required for Travellers Liaison Officer
- All data required for Traveller Welfare Unit – Provision of Halting Sites
- All data required for Purchase of Caravans

4. Why do we collect it?

Legal Obligation: Under the Data protection Act 1988, Data Protection (Amendment) Act 2003 and EU General Data Protection Regulation (GDPR). we are required to request this data in order to provide this service.

5. Data Access and Storage:

Access to Housing Department data is strictly limited to the relevant (Housing) staff of Fingal County Council. Data on individuals will be stored for as long as is necessary for the stated purposes of data processing and in accordance with our Data Retention policy.

6. Data Protection contact details:

The Fingal County Council Data Protection Office can be contacted at 8905162 and [data.officer@fingal.ie](mailto:data.officer@fingal.ie).

7. Data Subject Rights:

The Housing Department is committed to upholding and ensuring that the rights of the data subject (you) are maintained and protected at all times. As such we want to make sure that you are aware of, and have, the following rights under GDPR:

- i. That any data processing relating to you is based on clear statutory provision
- ii. That as a data subject you have the right to request access to, and be provided with, all data held pertaining to you including the reason for processing, the source of the information and who has access to it. Such requests will be facilitated no later than one month after being requested and will be done so free of charge.
- iii. That as a data subject you have the right to have this data rectified to correct any errors or to ensure its accuracy.

- iv. That as a data subject you have the right to complain to the Data Protection Office if there is the belief that your data is being processed unfairly or your rights are not being protected.
- v. Personal information may be shared with other organisations or for legal purposes with your consent.

#### 8. Review

This policy will be reviewed regularly in light of any legislative or other relevant indications.

#### Your Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of the data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of personal data held by Fingal County Council. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. 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 you should take the following steps,

To request personal data held by Fingal County Council must be made in writing by post or email to:  
Data Protection Officer,  
Corporate Affairs & Governance Department,  
Fingal County Council,  
Main Street, Swords, Co. Dublin

Email: [Data.Officer@fingal.ie](mailto:Data.Officer@fingal.ie)  
Tel: 01 8905162

#### Complaints procedure

If you are not satisfied with the outcome of the response you received from Fingal County Council in relation to your request, then 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](http://www.dataprotection.ie) or you can contact their Office at:

Lo Call Number: 1890 252 231

E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address: Data Protection Commissioner

Canal House

Station Road

Portarlinton, Co. Laois. R32 AP23.