



South Dublin County Council County Hall,

Tallaght,

Dublin 24

## **Personal Data Privacy Statement for Housing Department**

### **Who we are and why do we require your information?**

South Dublin County Council seeks to promote the economic, social and cultural development of the County and in doing so contribute significantly to improving the quality of life of the people of South Dublin County.

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of South Dublin County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

To provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of South Dublin County we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided the information sought may include 'personal data' as defined by the Data Protection Acts and by 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.

### **Why does the Council have a privacy statement?**

South Dublin County Council has created this privacy statement to demonstrate the Council's firm commitment to privacy and the security of the personal data you provide to the Council.

South Dublin County Council's commitment to you is that the personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained and retained for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
- Recorded accurately and, where necessary, updated
- Stored safely and securely
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Kept in a form which permits identification of the data subject
- Processed fairly and in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

### **Service referred to in this Privacy Statement**

#### **Personal data required to provide the housing service**

All information required to carry out the Housing Function. This will be outlined in the Housing Data Inventory.

#### **Specific and legitimate purpose for which the personal data is being sought**

To provide a housing service to you. This service will commence with initial contact and continue for the duration of your dealings with the housing department.

#### **Legal basis under which the information is required to be supplied**

- All Housing Acts along with all ancillary regulations referred to in the acts.
- Financial legislation relevant to housing services
- Local Government / Environmental legislation relevant to housing services
- Health and child care legislation relevant to housing services
- All other legislation relevant to housing legislation

#### **Other organisations/bodies/entities that the Council will be required to share data with, or obtain data from, in order to provide the required service**

To enable the service to be provided the Council has the need to share your information with a number of other government departments/ Non-Governmental Agencies/ Gardaí/ HSE etc.

Such bodies may include but not limited to

- Other Council Departments
- Other local authorities
- Housing Agency,

- Department of Housing Planning and Local Government
- Department of Family and Social Protection
- Residential Tenancies Board
- Dublin Regional Homeless Executive
- HSE
- Irish Credit B,
- Central Credit R,
- Gardaí,
- Financial Institutions,
- External Contractors
- An Post,
- TUSLA
- Approved Housing Bodies
- Irish Public Bodies / insurance companies
- Mortgage Protection Insurance
- HAP Shared services
- Private rented property inspections
- Irish Water and other utility companies
- Health and Safety Authority
- Voluntary / community services

### **How your personal data will be kept safe from unauthorised or unlawful processing**

Your data will only be used to provide you with your housing service.

### **Our Privacy Promise**

#### **We promise to:**

- **Keep your data safe and private.**
- **Never sell your data.**

### **Period for which your personal data will be retained**

Data will be retained for the duration of your housing service and will be deleted in line with the Housing Retention Policy.

### ***Contact Details***

In order to communicate with you, the Council will ask for your contact details and our forms outline the minimum required.

## **Your Data Protection 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 data and check its accuracy. In addition, if the data held by South Dublin County Council is found to be inaccurate, you have the right to have the data corrected by the Council.

You have the right to request data portability (transfer) of personal data held electronically by the Council to another data controller where technically feasible.

Please note that to help protect your privacy the Council will take steps to verify your identity before granting access to personal data.

Data access requests should be made in writing and addressed to the Data Protection Officer, South Dublin County Council, County Hall, Tallaght, Dublin 24.

E-Mail: [dataprotection@sdblincoco.ie](mailto:dataprotection@sdblincoco.ie).

Telephone: 01-4149000.

## **Right of Complaint to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you receive in relation to a data access request or are unhappy with the manner of the processing of your data by South Dublin County Council, 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 the Commissioner's Office at:

Lo-Call Number: 1890 252 231

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

Postal Address: Office of the Data Protection Commissioner

Canal House

Station Road

Portarlinton R32 AP23, Co. Laois.