



**Comhairle Chontae Laois**

**Laois County Council**

# **LOCAL AUTHORITY AFFORDABLE PURCHASE PRIVACY STATEMENT**

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

Laois County Council seeks to promote the economic, social and cultural development of County Laois and in doing so contribute significantly to improving the quality of life of its people. The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of Laois 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 County Laois 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 do we have a privacy statement?**

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of Laois 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.

Laois County Council has created this privacy statement to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Laois County Council that we will ensure the security of the data you provide to us. Laois County Council creates, collects, and processes a significant amount of personal data in various multiple formats on a daily basis. Laois County Council's commitment is that the personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner.
- Obtained for only specified, explicit and legitimate purposes.
- Adequate, relevant, and limited to what is necessary for purpose for which it was obtained.
- Recorded, stored accurately and securely and where necessary kept up to date.
- 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 only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

### **Data Protection Policy**

Laois County Council has a detailed Data Protection Policy which outlines how we as a public body are committed to ensuring the security of any personal data you provide to us <https://laois.ie/wp-content/uploads/Agreed-Laois-County-Council-revised-Data-Protection-policy-2.pdf>

### **What is the activity referred to in this Privacy Statement?**

- Affordable Dwelling Purchase Arrangement

### **What is the basis for making the processing of this personal data in this activity lawful?**

In accordance with Article 6.1 (e) of the GDPR, processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Laois County Council in conjunction with the following legislation:

- Part 2 of the Affordable Housing Act 2021
- Affordable Housing Regulations 2023 (S.I. No. 20/2023)
- Affordable Housing (No. 2) Regulations 2023 (S.I. No. 21/2023)

### **Contact Details**

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 identify.

### **What other items of personal data do we need to undertake this activity?**

Laois County Council will process data as collected from the Affordable Dwelling Purchase Arrangement Application Form, in addition to any personal data provided in supporting documentation by the applicant(s).

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

Laois County 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 Laois County Council shall have regard to the security and integrity of the data and will minimise the data shared. In this process the data will be shared as follows:

Laois County Council will use the data which you have supplied to assess and administer your application. Data may be shared with other public bodies for the purpose of the prevention or detection of fraud. Laois County Council may also process this data for research purposes in conjunction with the Department of Housing, Local Government and Heritage.

Laois County Council may for the purpose of its functions under the Housing Acts 1966 to 2009, request and obtain information from another Housing Authority, the Criminal Assets Bureau, An Garda Síochána, the Minister for Social Protection, the Health Service Executive (HSE) or an Approved Housing Body (approved for the purposes of Section 6 of the Housing (Miscellaneous Provisions) Act, 1992) in relation to occupants or prospective occupants of, or applicants for local authority housing and any other person the authority considers may be engaged in anti-social behaviour.

In this activity, if the personal data is to be transferred to a different country, it will be transferred to the following countries (if there are no countries listed, it is not intended to transfer the personal data abroad):

Data is not transferred to another country.

#### **How long is this personal data held by Laois County Council?**

Laois County Council has a detailed record retention policy which goes into more detail of the period for which your personal data will be retained by Laois County Council and what will happen to it after the required retention period has expired. The data processed as part of this activity will be retained for the following period(s):

Records are retained as per The National Retention Policy for Local Authority Records. For successful applicants, this will be until the end of the loan term +7 years, then a record of all affordable housing scheme transactions will be archived. For unsuccessful applications, records will be retained for 7 years after the decision and then destroyed. Click [here](#) for further details.

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

In some cases, you may decline to provide us with your personal data. If we believe that we require relevant personal data to effectively and properly manage our contractual relationship, we may not be able to continue our relationship with you.

### **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 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 Laois County Council. You also have the right to data portability. 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.

To exercise these rights, you should contact Laois County Council Data Protection Officer at the following:

Phone: - 057 8664000

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

Postal Address: - Data Protection Officer, Áras an Chontae, Portlaoise, Co. Laois

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

If you are not satisfied with the outcome of the response you received from Laois 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.