



# Housing

## Laois County Council

### Housing Assistance Payment Scheme

Data Protection Acts 1988 -2018 (as amended) and the General Data Protection Regulations (GDPR)

Housing Assistance Payment Scheme

Data Subject Notification

#### Background

The purpose of this notification is to set out some information regarding the collection and processing of your information by Laois County Council. During the course of our activities, we will collect, store and process personal data about our **customers**. Laois County Council is the data controller in respect of this data.

Laois County Council creates, collects and processes a significant amount of 'personal data' and 'sensitive personal data' in various multiple formats daily. Our commitment is to ensure that the personal data supplied is:

- Obtained lawfully, fairly and in a transparent manner,
- Collected for only specified, explicit and legitimate purposes,
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained,
- Recorded, stored accurately and where necessary, kept up to date,
- Kept for no longer than is necessary, and, in a form which permits identification of the data subject,
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing of the data.

## **What data we collect and process**

The types of personal data that we will collect and process includes your:

- **Applicant:** PPSN, Name, Address, Eircode, Date of Birth, Telephone Number, E-mail address, Rent Details, Children/Dependant/Any other household members Names, PPSN, Date of Birth, Relationship, Household income details.
- **Landlord/Agent:** PPSN/Tax Reference no., Name, Address, Telephone Number, E-mail address, Bank details to include BIC, IBAN and Bank name and address, Access Number from Revenue, Description of Property, Total Monthly Rent, Tenancy information, Local Property Tax ID no.

We do not collect any Special Category Personal Data.

## **Why do we collect this personal data?**

We collect and process this information in order to manage and administer the relationship between you and us for the purpose of:

- Processing your Housing Assistance Payment Scheme Application

## **Lawfulness of processing**

We process this personal data

- Under Article (6)(1)(e) of GDPR
- In the exercise of official authority vested in us as the controller under the Housing Acts, 1966-2014
- Part 4 of the Housing (Misc. Provisions) Act, 2014

## **Sharing of Personal Data**

We may share your Personal Data with selected third parties, including, for example, **Department of Housing, Planning and Local Government, HAP SSC Limerick City and County Council, Department of Social Protection, Central Statistics Office** and other government agencies, where required to do so by law. We may also share your data with other Local Authorities, suppliers and other third parties who assist us in fulfilling our functions. Further information regarding the sharing of your personal data can be found in our Privacy Notice which is available at:

If you have any questions regarding our processing of your Personal Data, our Data Protection Officer can be contacted at: [dataprotection@laoiscoco.ie](mailto:dataprotection@laoiscoco.ie)