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# Housing Section

## Privacy Notice



Kerry County Council  
*Comhairle Contae Chiarraí*

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## - REVISION CONTROL -

<b>Version</b>	<b>Date</b>	<b>Audience</b>	<b>Notes</b>
0.1	11-Apr-2018	GDPR Compliance Team	Steering Committee draft for approval
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## 1. Introduction

Kerry County Council (the Council) is responsible for the provision of an extensive range of public services, including Housing. This is the Privacy Notice for the Social Housing Supports Section of the Council including Rents, Grants, Tenant Purchase Scheme, Housing Assistance Payment.

The Council seeks to promote the economic, social and cultural development of Kerry and in doing so contribute significantly to improving the quality of life of the people of the county. The delivery of high quality services, tailored to meet the needs of all our customers, remains one of the Council's core objectives and is included in our Corporate Plan.

This 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. For further information please visit our website [www.kerrycoco.ie](http://www.kerrycoco.ie) under GDPR.

## 2. Information Collected by the Council

The Council processes<sup>1</sup> and uses certain types of information about individuals (Data Subjects) and organisations to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of Kerry.

Depending on the service being sought or provided, the information collected may include 'personal data'<sup>2</sup>. This is defined by the Data Protection Acts 1988, 2003 & 2018, and by the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) 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 the Council.

In addition, the Council may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements. This includes contact details to allow for efficient communication. You do not have to provide all contact details but providing more, such as email, phone, address, make it easier to communicate with you. If you do not provide this data, the Council may be unable to comply with certain obligations. The Council will inform you about the implications of that decision.

<sup>1</sup>Processing is anything done with or to Personal Data, including data storage

<sup>2</sup>Personal Data is information about a living individual which is capable of identifying that individual



All applicants for Social Housing Supports are required to provide information on the following categories of data (where applicable);

- PPS numbers for all members of the household
- Personal details of applicant and of any spouse or partner
- Nationality details of applicant and of any spouse or partner
- Marital details of applicant and of any spouse or partner
- Employment details of applicant and of any spouse or partner
- Weekly income details of applicant and of any spouse or partner
- Details of any other household members seeking accommodation
- Details of any medical or disability grounds which may have a bearing on the application
- Details of the current and historical accommodation arrangements of the applicant
- Details of any other property or land in which applicants have a financial interest
- Details of any public order offences of which the applicant or any member of the household has been convicted
- Details of the type of social housing supports being sought
- List of areas within the boundaries of the Council where the applicant would accept social housing.

Further information and application forms can be accessed via the following link:

[www.kerrycoco.ie/home3/housing](http://www.kerrycoco.ie/home3/housing)

### **3. Requirement for a Privacy Notice**

The Council will set out the information required in a series of separate and distinct application forms and specific Privacy Notice relevant to each service application. Privacy Notices are located on our website at [www.kerrycoco.ie/](http://www.kerrycoco.ie/) under GDPR Kerry County Council – Section Policies.

The Council has created this privacy notice to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Social Housing Supports, the Council will ensure the security of the data you provide.

The personal data you may be required to supply to the Council, or may be collected through other sources (i.e. investigations by Council staff; CCTV, information from other third parties or agents acting on your behalf) 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 for no longer than is necessary
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

#### **4. Sharing Information**

The Council may share your information internally (within the Council) in accordance with statutory obligations. In addition, the Council may share your information with third parties in accordance with statutory and regulatory obligations. The staff of Social Housing Supports share request and obtain information with or from the following bodies as appropriate:

- Another Housing Authority
- An Garda Síochána
- The Department of Social Protection
- The Health Service Executive (HSE)
- An Approved Housing Body
- Central Credit Register
- Residential Tenancies Board.

#### **5. How your Personal Data will be used/processed**

The volume of customers the Council serve, and the range of Environmental services provided, require IT systems to manage customer applications. Access to the data is controlled and restricted to relevant staff involved in assessing and processing the various services with other security measures such as passwords.



## 6. Legal and Regulatory Obligations

The legal basis and legitimate interest for processing personal data are included in;

- Housing Acts
- Regulations
- Department of Planning, Housing and Local Government Circulars.

## 7. Records Retention Policy

The Council is in the process of preparing retention policies for all services and business units. These policies will outline the timeframe for which your personal data will be retained by the Council and what will happen to it after the required retention period has expired. These policies will be published, when available, on the Council's website [www.kerrycoco.ie](http://www.kerrycoco.ie) under GDPR.

## 8. 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. If the data held by the Council is found to be inaccurate you have the right to change, remove, block, or object to the use of, said personal data. 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, the Council take steps to verify your identity before granting access to personal data.

In addition, Data Subjects have a right to;

- exercise data portability, i.e., obtain a transferable copy of information the Council hold to transfer to a third party/provider
- obtain details of any transfer of data to a third country (outside the European Economic Area) and safeguards in place
- obtain details of any automated decision making.

To exercise these rights, you can make a Subject Access Request. This request can be in writing and directed to the contact details at the end of this policy or electronically using the form available in the link [www.kerrycoco.ie/](http://www.kerrycoco.ie/) under GDPR.

## 9. Data Protection Contact Details

For all enquiries relating to Data Protection you can contact the Council at:



Phone: 066 718 3500  
E-mail: [dpo@kerrycoco.ie](mailto:dpo@kerrycoco.ie)  
Postal Address: Data Protection Officer  
Kerry County Council  
Co Buildings  
Rathass  
Tralee  
V92 H7VT  
Co. Kerry.

If you are not satisfied with the outcome of the response you receive from the 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  
R32 AP23  
Co. Laois.