



Comhairle Cathrach  
& Contae **Luimnigh**

**Limerick City**  
& County Council

## **Data Protection Privacy Statement for**

### *Choice Based Letting Pilot - Social Housing Allocation of Dwellings*

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

Limerick City and County Council seeks to promote the economic, social and cultural development of Limerick City and County 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 Limerick City and 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. In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of Limerick City and 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 do we have a privacy statement?**

- 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**

Limerick City and 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.

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

Choice Based Letting Pilot in the Newcastle West Municipal District. The process requires the Council to allocate approved applicants to new and vacant council stock and approved applicants are subject to review.

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

Processing is necessary to comply with a legal obligation Article 6(1)(c) of the General Data Protection Regulations, 2016.

The legal basis for administering Choice Based Letting by Limerick City and County Council is contained in the following legislation:

- Social Housing Allocation Regulations 2011
- Social Housing Allocation (Amendment) Regulations 2016

### **Why we require your contact details**

In order 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 identity.

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

Verifying and Processing Social Housing Applications under the Choice Based Letting Pilot Scheme.

- First Name
- Surname
- Address
- Phone number
- E-mail address
- PPS Number

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

Limerick City and 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 Limerick City and 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 with the following recipients:**

As part of this process, data may be shared with an Approved Housing Body (AHB).

### **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).:**

N/A

## **How long is this personal data held by Limerick City and County Council?**

Limerick City and County Council has a detailed record retention policy which goes in to more detail of the time period for which your personal data will be retained by Limerick City and 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):**

Successful applications are held until they are housed. Once housed their details pass onto a tenant file. If an application is terminated it is destroyed save for an electronic record that an individual applied for social housing.

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

If the applicant does not provide the requested information, the application cannot be processed under the Choice Based Letting Pilot.

## **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 Limerick City and 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 Limerick City and County Council (Data Controller) at the following address:

email: [dataprotectionofficer@limerick.ie](mailto:dataprotectionofficer@limerick.ie)

Data Protection Officer,  
Limerick City and County Council,  
Merchants Quay,  
Limerick

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

If you are not satisfied with the outcome of the response you received from Limerick City and 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.