

Affordable Housing Application Portal Privacy Notice

Carlow County Council has created this privacy notice to demonstrate our firm commitment to privacy and to assure you that all your dealings with the affordable housing section will adhere to the general principles of data protection and your data is:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')
- Accurate and, where necessary, kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal
- Processed only in a manner that ensures the appropriate security of personal data including protection against unauthorised or unlawful processing.

Background

Carlow County Council began implementing a detailed housing construction programme under the Rebuilding Ireland Programme since 2016 and continues to evaluate the most effective ways to manage the housing requirements of the citizens of Carlow County.

Carlow County Council will use an online portal system to allow persons to submit applications for affordable housing schemes online to replace the paper-based application process currently in existence. The system will allow for a process where users can work on and submit an application, track the status of their application, and receive and respond to queries.

1. Purpose

Your information is collected to assess your application & eligibility for the purchase of an affordable dwelling.

2. Lawful Basis

The legal basis for the collection of this data is provided for under the Housing Acts and all other enabling statutory powers. Therefore Article 6 (1) (c) Legal Obligation applies:

The Affordable Housing Act 2021 ("the Act") (No. 25 of 2021), and the Affordable Dwelling Purchase Arrangements under Part 2 of the Affordable Housing Act 2021, and the Affordable Housing Regulations 2022 (S.I. No. 183/2022) and the Affordable Housing (No. 2) Regulations 2022 (S.I. No. 184 of 2022).

Some of the information applicants will be required to provide: (non-exhaustive)

- Name
- Current Address
- Gender
- Date of Birth
- PPSN
- Marital Status
- Nationality
- Mobile number
- Email address
- How long you have been living in the administrative area of Carlow County Council
- Occupation
- Whether employed, self-employed or unemployed.
- If employed – employer name, address, duration of employment.
- Annual gross income – proof of income
- List all dependents giving name, date of birth, age.
- Help to Buy reference.
- Help to Buy approval.
- Proof of residency

Information Sharing

The information you provide may be shared with the following:

- Other directorates and sections of Carlow County Council
 - Revenue Commissioners
1. Carlow County Council may, for the purpose of its functions under the legislation, request and obtain information from external parties referenced in the application process or from whom applicant support documentation is required to confirm the validity of their application.
 2. Consent will be requested from successful applicant(s) to forward the following information to the Developer and/or the Estate Agent of the Affordable Housing Scheme: Name, Address, Phone number and email address

Retention:

- 1 For successful applicants records are retained until end of loan term +7 years. The retention period will not be shorter than 20 years from the date the applicant purchased the house. A record of all affordable housing scheme transactions will be archived.

For unsuccessful applications, records are retained for 7 years from the date of the decision, then destroyed.

3. 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.

4. Right to amend inaccurate information

Carlow County Council must take reasonable steps to ensure that personal data it holds is correct, complete and up to date. If the data held by us is found to be inaccurate, misleading, or incomplete you have the right to request rectification of the data. For example, you may have changed your name, address, contact details etc., if so, then please contact us so that we can correct it. You can do this by

Emailing us at: dpo@carlowcoco.ie or writing to us at: Data Protection Officer, Carlow County Council, Athy Road, Carlow.

5. 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 Carlow Council in relation to your data subject access request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commission website www.dataprotection.ie has further details and the online form to be completed if you wish to raise a concern or make a complaint.

You can contact their Office at:

Telephone 09.30am- 1pm Mon-Fri: 01-7650100 / 1800 437 737

Online at: <https://forms.dataprotection.ie/contact>

Postal Address: Data Protection Commission,
6 Pembroke Row, Dublin 2, D02 X963 Ireland

For further information in relation to Carlow County Council's Data Protection Policy & Privacy Statement, please contact Data Protection Officer, Carlow County Council Athy Road, Carlow 059-9170300