



Comhairle Cathrach Chorcaí  
Cork City Council

## Social Housing Support – Assessment & Allocations Section Privacy Notice

In order to provide a range of services to meet the housing needs of clients seeking social housing supports, we are required to collect, process and use certain types of information and data. Cork City Council is committed to fulfilling the obligations imposed by the Data Protection Acts 1988 to 2018 and the General Data Protection Regulations (GDPR).

Cork City Council's privacy statement & data protection policy is available at <https://www.corkcity.ie/en/council-services/public-info/gdpr/> It is advised that you read these, as they contain important information about how we process personal information.

Cork City Council's commitment is to ensure that your personal data 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 purposes 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.

Most of the personal data Cork City Council processes is provided to us directly by you for one of the following reasons.

- You make an application for social housing support or a request for transfer;
- You write to us via letter or email;
- You submit documentation to be added to your file;
- You provide information over the phone or in person.

Cork City Council also receives personal information indirectly, in the following scenarios:

- An elected representative makes a representation on your behalf;
- A third party is acting on your behalf (e.g. a support worker; a family member or friend; a solicitor or advocacy service)
- From sources where you have chosen to make your information publicly available, such as social media sites

Cork City Council will not keep your personal data for longer than is required or necessary. The law, business needs and regulatory requirements determine the length of time information has to be kept. Retention periods are set out in the National Retention Policy for Local Authority Records.

### The Personal Data Cork City Council Collects

Name, address, date of birth, PPSN, telephone number, email address (if given), place of birth, citizenship details, marital status, employment details, income details, statutory deductions/pensions/AVCs,

household composition, details relating to dependents and children, medical and/or disability information, proof of address, details of criminal offences.

Collection and processing of this data is necessary to assess and administer your application for Social Housing Support or in the exercise of official authority vested in Cork City Council by virtue of the statutory functions of the City Council as a housing authority.

The legal basis for the collection of this data is provided for under the Housing Acts (1966-2014), the Social Housing Assessment Regulations 2011 (as amended), the Social Housing Allocation Regulations 2011 (as amended), the Social Welfare (Consolidation) Act 2005 (as amended), and Cork City Council's Allocation Scheme.

### **Sharing Of Your Personal Data**

Cork City Council may share your data with third parties and contractors who are working on the City Council's behalf to provide services to you.

Information which you provide to one department within Cork City Council may be shared with other departments within the Council where this sharing is necessary and proportionate for the performance of the City Council's statutory functions. This includes, inter alia, the Housing Assistance Payment (HAP) and Rental Accommodation Scheme (RAS) sections to assess eligibility for those schemes; and the Housing Area Management Offices when being considered for the allocation of a tenancy.

Your personal information may also be disclosed to certain third parties if Cork City Council are under a duty to share your information to comply with any legal obligation (including an obligation to share information with other state bodies), or in order to enforce or apply the City Council's terms of use and other agreements; or to protect the City Council's rights, property or safety of the City Council's customers or others. This includes exchanging information with other bodies or organisations for the purposes of fraud prevention, or for research or statistical purposes. Information may be shared between Cork City Council and the following parties:

Department of Housing, Local Government & Heritage, Department of Employment Affairs & Social Protection, Revenue Commissioners, Health Service Executive, An Garda Síochána, Criminal Assets Bureau, Cork County Council, other Local Authorities, Tusla, legal firms, Approved Housing Bodies.

### **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.

<https://www.corkcity.ie/en/media-folder/public-info/update-ccc-data-protection-subject-access-request-form-june-2019.pdf>

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

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

For further information in relation to Cork City Council's Data Protection Policy & Privacy Statement, please go to <https://www.corkcity.ie/en/council-services/public-info/gdpr/>  
If you require a paper copy of either document, please contact Cork City Council on (021) 492 4000 or email [dataprotection@corkcity.ie](mailto:dataprotection@corkcity.ie)