



Comhairle Contae Chill Dara

Kildare County Council

Data Protection Act 2018 (as amended)

PRIVACY STATEMENT for Affordable Housing & Serviced Sites

Who are we?

Kildare County Council (the Council) is the democratically elected unit of Local Government in County Kildare and is responsible for providing a range of services to meet the economic, social and cultural needs of the people of our County. In order to provide the most effective and targeted services to meet the needs of the citizens, communities and businesses of County Kildare we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, information sought may include 'personal data' as defined by the Data Protection Acts and 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 or to carry out functions in the public interest.

Why do we have a Privacy Statement?

This privacy statement has been created to demonstrate the Council's commitment that personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, identified and legitimate purposes
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained
- Personal data collected and processed must be accurate and (where necessary) kept up to-date.
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy Statement at <https://kildarecoco.ie/YourCouncil/GovernanceandCompliance/Privacystatement/> or you can request a hard copy at 045 980 200.



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What is the activity referred to in this Privacy Statement? **Affordable Housing & Service Sites**

What is the basis for making the processing of this personal data lawful?

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Kildare County Council in accordance with Article 6(1) of the General Data Protection Regulation, 2016. Specifically, the lawful basis for this process is **to allow details be assessed for applications for Affordable Housing & Serviced Sites Schemes.**

We require 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 types of personal data do we need to undertake this activity?

- Contact details to allow for efficient communication. We will require your Name, Address, PPSN, Contact Telephone Number and Email Address.
- Details of personal circumstances as part of your application. Please see attached
- Your own financial details as part of your application. Please see attached FAQs.

What will happen if the personal data is not provided? **We will be unable to process your application.**

Am I the only source of this personal data?

In some instances to assist with the delivery of the activity or to comply with regulatory or legislative requirements personal data is sourced from a third party.

This **DOES NOT APPLY** to this activity, however documents will be shared with the Planning Department.



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

The 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, the Council shall have regard to your rights, to the security and integrity of the data and will minimise the data shared.

Sharing **APPLIES** to this activity.

Data is shared with: **Planning Department and Legal Representatives.**

Data **IS NOT** transferred to another country.

Data is transferred to: **NA**

How long is my data kept for?

The Local Authority sector operates under a detailed record retention policy which outlines time periods for which your personal data will be retained and what will happen to it after the required retention period has expired.

The National Record Retention Policy for Local Authority Records and the revised schedules are available in the Council's privacy statement:

<https://kildarecoco.ie/YourCouncil/GovernanceandCompliance/Privacystatement/>

Do you need to update your records?

Kildare County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date.

In addition, if the data held by us is found to be inaccurate you have the right to rectify/correct this.

If you find that personal data we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by emailing us at affordablehousing@kildarecoco.ie

Your rights:

You have the right to obtain confirmation as to whether data concerning you exists, to request access to personal data held about you, to be informed of the content and source of data and check its accuracy.

If the data held by us is found to be inaccurate you have the right to rectify/correct this – see above on how to update your records.

You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Council.



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Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.

To exercise these rights logon to [Data Protection Statement - Kildare County Council](#) use one of the forms at our Counters or contact us. Completed applications should be returned to:

Kildare County Council – Data Protection Officer

Phone	045 980 200
E-mail	dataprotection@kildarecoco.ie
Postal Address	Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F.

Right of Complaint to the Data Protection Commissioner

If you are not satisfied with the outcome of the response received by the Council 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 or you can contact their Office at:

LO Call Number:	1890 252 231
Contact portal:	https://www.dataprotection.ie/en/contact/how-contact-us
Email:	info@dataprotection.ie
Postal Address	Data Protection Commissioner Canal House Station Road Portarlinton Co Laois Ireland R32AP23

Changes to Privacy Statement: We may make changes to this Statement. If we make changes they will be posted below.

LAST UPDATED ON: 12th November 2024.