



Comhairle Cathrach Chorcaí
Cork City Council

Housing Grants Privacy Notice

1. Your information is collected to assess and administer your application for either Private or Public Housing Grants.
2. The legal basis for the collection of this data is provided for under the Housing Acts (1966-2014), Dept. Housing Circular 41/2019 (Private Grants) and Dept. Housing Circular 7/2018 (Public Grants).
3. The information you provide may be shared with the following:
 - Occupational Therapists – to assess you if you are applying for grant aid to ensure the right work is done in the home to suit your medical needs
 - GP/Consultant – to sign medical certificates to help assess how urgent the application is
 - Banks/Credit Unions – to facilitate payment of your private grant aid monies
 - Various Cork City Council Sections – Housing Rents to assess eligibility for Public Grants Scheme, Housing Maintenance/Architects to inspect and organise works being recommended and Building Inspectors to arrange property inspections for private housing grant applicants and Finance Dept. to facilitate payment of your private grant aid monies
 - Department of Housing, Local Government & Heritage – for statistical and research purposes
 - Revenue – to ensure applicant/contractor is tax compliant
 - Landlord – permission is required from landlords of private tenants for any proposed works due to be undertaken prior to grant aid approval issuing
 - Elected Representative s – provided you have given them consent in writing to act on your behalf to assist with your application
4. Cork City Council may, for the purpose of its functions under the aforementioned legislation, request and obtain information at any time from:
 - Department of Employment Affairs and Social Protection – for details of social welfare payments, PPSN's, dates of birth
 - GP/Consultant/Private Occupational Therapist/Health Service Executive (HSE) – to provide medical certificates/reports to help assess how urgent the application is
 - Revenue – for details of employment and income in the form of Employment Detail Summary and/or PAYE/USC Statement of Liabilities and to ensure compliance with payment of Local Property Tax

- From sources where you have chosen to make your information publicly available, such as social media sites
5. 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.

6. 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>

7. 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 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 or you can contact their Office at: Lo Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address:

Data Protection Commissioner
Canal House
Station Road
Portarlinton,
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 us on 021 4924000 or email dataprotection@corkcity.ie