

Comhairle Chontae na Mí

Teach Buvinda, Bóthar Átha Cliath, An Uaimh,
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Meath County Council

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Tel: 046 – 9097000/Fax: 046 – 9097001

E-mail: customerservice@meathcoco.ie

Web: www.meath.ie

Registration No.: 00172770

Data Protection Privacy Statement for

HS010 - Settlement Office

Who we are and why do we require your information?

Meath County Council seeks to promote the economic, social and cultural development of County Meath and in doing so contribute significantly to improving the quality of life of the people of County Meath. The delivery of high quality services, tailored to meet the needs of all our customers, remains one of Meath 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 County Meath, we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, 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?

Meath County Council has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Meath County Council, we will ensure the security of the data you provide to us. Meath County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Meath County Council's commitment is that the personal data you may be required to supply to us is;

- 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

Meath 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?

Meath County Council Homeless Service offers a service to clients deemed to be homeless under Section 2 of the Housing Act, 1988. Settlement Officers assess a client's circumstances so as to determine what accommodation supports may be offered to the client. Emergency accommodation and support with other social housing options are core to the service provision and the Settlement Officers case manage and link the client into other professional services if necessary. Preventative work is carried out from a person-centred perspective and Settlement Officers work across a range of teams both within Meath County Council and with external statutory and voluntary agencies in a multi-disciplinary and multi-stakeholder context.

What is the basis for making the processing of personal data in this activity 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 Meath County Council [Article 6(1)(e) of the General Data Protection Regulations, 2016].

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 items of personal data do we need to undertake this activity?

Name, address, mobile number, pps number, copy of photo identification, email address, address of landlord and landlord contact details, reason for leaving address, previous addresses and landlords' contact details, reasons for previously leaving addresses, date of birth, next of kin details, car ownership, employment status/income, educational attainments, interests and hobbies, children's names and dates of birth, referral source, GP and contact details, last time with GP, if client is a medical card holder

There is also sensitive data potentially collected if agencies are involved with children; and/or if a client has: any mental health issues; a physical or sensory disability; addiction issues; an intellectual disability; any health issues; is on medication; any history of causing physical mental or sexual violence to others; a history of self-harm; been a victim of violence; a history of self-neglect; any criminal investigations relating to him/her and/or convictions; a history of involvement with Tusla.

Other potential data includes: the ability of a client to live independently; the likelihood of a client posing a risk to self; the likelihood of a client posing a risk to others; the client's capacity to budget; the client's capacity to carry out household chores; a care plan that the referring agency has in place for the client.

In terms of sexual offences data may include: the current address of any sex offender that the Settlement Officer has accommodated in his/her role as the SOLO (Sex Offender Liaison Officer); the ongoing risk of a client, who is a sex offender and who a Settlement Officer (as a SOLO) has accommodated, of re-offending; the address where the victim of said sex offender is residing and working/or spends time.

Some Personal Data may also be collected if an external agency is referring their client to the Settlement Office. A referral form is completed on a client and provided to the Settlement Office with the consent of the client.

This personal data will be used for the following purpose(s):

- 1) The Settlement Officer must make an informed decision as to whether the client is homeless as per Section 2 of the Housing Act, 1988. This decision can only be formed based on the data collected.
- 2) The Settlement Officer must make an informed decision when sourcing and placing a client in appropriate emergency accommodation. Informing this decision will be an assessment of any risks posed by placing a client in accommodation. This decision can only be formed based on the data collected.
- 3) The Settlement Officer must make an informed decision when sourcing and placing a client in appropriate emergency accommodation. Informing this decision will be an assessment of any supports needed by the client to sustain him/herself in emergency accommodation. This decision can only be formed based on the data collected.
- 4) The Settlement Officer must make an informed decision as to what the client can afford in terms of accommodation. This decision can only be formed based on the data collected.

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

Meath 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 Meath County Council shall have regard to the security and integrity of the data and will minimise the data shared. In this activity, the data will be shared with the following recipients:

Information is shared with other professionals involved with the client such as social workers, probation workers, homeless services, Túsla, HSE and prison services. Information will also be shared with accommodation providers.

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 Meath County Council?

Meath 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 Meath 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):

An electronic record is retained on the PASS system for 2 years after last activity on the file.

The hardcopy file is destroyed if the client is deceased

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

If the client does not provide or agree to share all of their information, this can impact on the service that can be offered.

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 Meath 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 Meath County Council (Data Controller) at the following address:

email: dataprotection@meathcoco.ie

Data Protection Officer,
Meath County Council,
Buvinda House,
Dublin Road,
Navan,
Co. Meath

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 Meath 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 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.

