

Comhairle Chontae na Mí

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**Meath County Council**

Buvinda House, Dublin Road, Navan,
Co. Meath, C15 Y291

Tel: 046 – 9097000/Fax: 046 – 9097001

E-mail: customerservice@meathcoco.ie

Web: www.meath.ie

Registration No.: 00172770

Data Protection Privacy Statement for

CS058 - A. Vacant Home Reports and B. Vacant Property Refurbishment Grant Process

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?

The Vacant Homes process is designed to make contact with registered owners of vacant properties and to address vacancy in the county and offer supports including the Vacant Property Refurbishment Grant

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?

Names, address, phone number, PPS number, doctor's opinion/ reports, bank details for grant payments, Folio document

B. Doctors medical opinion - Occupational Therapy Reports where grant application comes under disability criteria

Vacant Homes: The vacant property owner(s) name, address, email or phone number / contact details are often submitted with a complaint or report made by members of the public or by an elected member. Information on ownership and how to contact them is necessary in the exercise of official authority vested in the controller. Section 3(1)(d) of the Housing Act provides that where the address at which he ordinarily resides cannot be ascertained by reasonable inquiry and the notice, copy or demand is so required or authorised to be served, given or made in respect of any land or premises or works thereon, by delivering it to some person over sixteen years of age resident or employed on such land or premises or by affixing it in a conspicuous position on or near such land or premises. The local authority may use reasonable enquiries to establish where someone on whom a notice is to be served is ordinarily residing.

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

Vacant Homes: Formal notices under the Acts must issue to the registered owner(s) of the properties. Personal data must be obtained in order address vacancy as per Circular 04/2022, Circular 38/2022 and Housing For All.

Refurbishment Grant data is collected as per Housing Circular 30/2022 and Circular 42/2022.

(a) contact details are required for correspondence with the applicant.

(b) contractor's data is required to confirm tax compliance.

(c) applicant's bank details are required to process payment of the grant.

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:

Vacant Homes: Only Pre CPO and CPO notices will be posted publicly i.e, the council official will affix the notice to the outside of the property as per the legislation. CPO notices will be advertised in the local newspaper and on our website and social media pages (Notices on site will be attached on the outside of the front door of the property or on a nearby lamp post)

[Vacant Property Refurbishment Grant: data will be shared with the Dept of Housing, Local Government and Heritage]

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).:

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):

A. CPO files are indefinite; B. Grant files retained for 13 years

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

Vacant Homes: Notices issue to registered owners of a property based on information available following land registry searches. [Vacant Property Refurbishment Grant: If the applicant does not submit all data required, the application will not be considered for a grant].

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
Contact Data Protection Commissioner at <https://www.dataprotection.ie/en/contact/how-contact-us>
Phone Number: 01 765 0100/1800 437 737
Postal Address:
Data Protection Commissioner
21 Fitzwilliam Square South
Dublin 2
D02 RD28
Ireland