

Comhairle Chontae na Mí

Teach Buvinda, Bóthar Átha Cliath, An Uaimh,
Contae na Mí, C15 Y291

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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**HS031 - Affordable Purchase Scheme****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?

Affordable Housing Scheme - collection of data to process applications by individuals for the purpose of making an application to purchase an affordable house.

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

Processing is necessary to comply with a legal obligation [Article 6(1)(c) 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, Email Address, Contact number, Postal Address and Eircode, Length of time at current address – Proof (dated within 3 months) to be uploaded and validated, Location of preference for Affordable Housing (if there is more than one being advertised), DOB, PPSN – Proof to be uploaded and validated, Relationship status. Nationality – proof to be attached, Right to reside – proof to be attached, Photo ID – proof to be uploaded, Number of people in the household including the applicant. Name, DOB, PPSN & relationship to applicant of other household members, if applicants have built or purchased a property? If yes - Give details. Does the applicant have an interest, right, claim or legal share in a property?

Applicant 1 & 2 – Employer name, Employer Address, Eircode, Type of Business, Occupation, Date of commencement.

Income - Gross Salary per annum, Overtime per annum, Bonus per annum, Commission per annum, Total Income for Applicant 1 (sum of the above), Employment Terms, contract, permanent, probation, self employed, other, Salary certificate – stamped by employer to be uploaded, Frequency of payment – Weekly, fortnightly, monthly, If self employed. Self Employment details, Company name, address date of commencement, type of business, Income from self employment - Min 2 years audited accounts to be uploaded, Current Tax balancing statement to be uploaded, If self employed – Tax payment receipt for past 2 years to be uploaded, If unemployed – yes / no – DSP unemployment documentation to be uploaded.

Any other income - Maintenance payments, Rent from rental properties, Dividends, Capital, Investment, Pensions (occupational & social welfare), Other, Total (sum of all income)

Household Income - 1st Applicant Total Annual Income, 2nd Applicant Total Annual Income, Gross Household Income PA (sum of the above).

Financial History - Savings / Deposits Applicant 1 and Applicant 2 - Current Account, Savings Account, Other Account, Credit Union, Total per Applicant, Total Joint Savings / Deposits, Evidence of saving outlined above to be uploaded.

Mortgage loan approval in principle – conformation letter to be uploaded

Are you a 1st time buyer Applicant 1 – Yes / No - upload evidence from Revenue

Are you a 1st time buyer Applicant 2 – Yes / No - upload evidence from Revenue

Signed and dated declaration form for both applicants.

Yes, sensitive data in relation to all applicant's ethnicity and nationality. Proof of right to reside and residency in Meath. Credit rating. Employment status. Employer. Savings. Martial status.

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

To assess if the applicant is eligible for the Scheme and to interact with the applicant to complete the application process.

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:

The Developer or Auctioneers, Meath County Council, Regan Mc Entee & Partners, to enter in to affordable purchase agreements with the applicant.

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):

The information will be submitted online and information relating to successful applicants will be retained until end of loan term +7 years. However the retention period should never be shorter than 20 years from the date the applicant purchased the house. Clawbacks from home owners who sell an Affordable House within 20 years from date of purchase are provided for in the P&D Act, 2000. Then Archive a record of all affordable housing scheme transactions. For unsuccessful applications records are retained from decision + 7 years. Then destroy. Part V, Planning & Development Act 2000. Part II of Housing (Miscellaneous provisions) Act, 2002 A register showing a record of transactions/payments (e.g. spreadsheet) should be retained permanently as archives. Due to the equity stake in the property the data will be held for 40 years in line with the National Data retention guidelines. Unsuccessful applicant's information will be held for 3 years or after the Scheme has been audited.

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

Do not qualify under the Scheme

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 Compliant 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
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Ireland