



Comhairle Cathrach Chorcaí
Cork City Council

Housing Assistance Payment (HAP) Privacy Notice

1. **Purpose** :Your information is collected to assess and administer your application for the Housing Assistance Payment Scheme (HAP).
2. **Lawful Basis** :The legal basis for the collection of this data is provided for under the Housing Acts (1966-2014), the Residential Tenancies Act 2004 (as amended), the Housing Assistance Payment (Amendment) Regulations 2017, Planning and Development (Housing) and Residential Tenancies Act 2016 and the Social Welfare (Consolidation) Act 2005 (as amended), Housing (Standards for rented houses) Regulations 2019, Cork City Council Differential Rent Scheme.
3. The information you provide may be shared with the following:
 - The HAP Shared Services Centre – central administrative body involved in administration of the HAP Scheme
 - An Post – to facilitate payment of your rent contribution through the Household Budget Scheme
 - Banks/Credit Unions – to facilitate payment of your rent contribution by Standing Order
 - Various Cork City Council Sections – Housing Allocations to assess eligibility for HAP Scheme and Private Rented Inspectors to arrange property inspections
 - Department of Housing, Planning & Local Government – for statistical and research purposes
 - Department of Employment Affairs & Social Protection – to prevent or detect fraud
 - An Garda Síochána & Criminal Assets Bureau – to prevent or detect fraud
 - Residential Tenancies Board – to ensure registration of tenancies & Rent Pressure Zone compliance
 - Revenue – to ensure Landlord/Agent is tax compliant
 - Other Local Authorities – to facilitate Inter Authority movement
 - Central Statistics Office under the Statistics Act 1993
 - Landlord – in the event that your HAP is ceased or suspended due to a breach of your Contribution Agreement
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, rent supplement payments to landlords

- Revenue – for details of employment and income
- From sources where you have chosen to make your information publicly available, such as social media sites
- An Garda Síochána & Criminal Assets Bureau – to prevent or detect fraud and to seek information on an individual that may be engaged in anti-social behaviour
- Health Service Executive (HSE)
- Other Local Authorities – to facilitate Inter Authority Movement

5. **Retention:** Your information will be retained for 7 years after you cease to be a HAP recipient. Information may be retained in excess of 7 years in circumstances where monies are owed to Cork City Council in respect of your weekly rent contribution. In such cases your information will be retained until monies owing are paid in full.

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