

IMPORTANT: BY SUBMITTING PERSONAL DATA TO US YOU AGREE THAT IT MAY BE PROCESSED BY US IN THE MANNER DESCRIBED BELOW.

## **INTRODUCTION TO PRIVACY STATEMENT**

We are committed to the online privacy of all of our users. This Privacy Statement describes our current practices with regard to Personal Data collected by us from you. The term "Personal Data" refers to information about you personally. Because of changes in the law and the changing nature of technology, our data practices will change from time to time. If and when our data practices change we will (as soon as practicable) post the changes on our web site to notify you of the changes. We encourage you to check this page frequently.

This statement applies to the collection and use of personal data both for the purposes of the processing of permit payments and for the purposes of issuing parking permits.

## **1. COLLECTION AND USE OF PERSONAL DATA**

### **1.1. Application for Affordable House**

In order to process your request to create or update an application we will be required to collect the following information:-

- Contact E-mail address
- Contact Phone number
- Name
- Address
- PPSN
- Nationality
- Marital Status
- Employment details
- Copies of support documentation .e.g proof of income, proof of residency, proof of First Time Buyer status, letter from educational institution, bank information.

### **1.2. Use Of IP Address**

We may use your IP address to help diagnose problems with our server and to administer our web site. An IP address is a numeric code that identifies your computer on a network or the Internet.

We confirm that we shall not use your personal data for any other purpose and that we shall not contact you about any matter unrelated to your application for Affordable Housing. We will not share your Personal Data with any other company.

## **2. DATA INTEGRITY AND SECURITY**

We strive to maintain the reliability, accuracy, completeness and currency of Personal Data in our databases and to protect the privacy and security of our databases.

Our servers and our databases are protected by industry standard security technology.

The employees who have access to Personal Data have been trained to handle such data properly and in accordance with our security protocols. Although we cannot guarantee against any loss, misuse, unauthorised disclosure, alteration or destruction of data, we take all reasonable steps to prevent this from happening.

## **3. DATA ACCESS AND CORRECTIONS**

Upon receipt of your written request and enough information to permit us to identify your Personal Data, we will disclose to you the Personal Data we hold about you. We will also correct, amend or delete any Personal Data

that is inaccurate.

Your request will be dealt with promptly and in any event will not take more than 40 days to process. You should include any personal identifiers which you have supplied during your visit to our website (e.g. vehicle registration, name etc).

If you wish to access or correct your Personal Data or if you have any questions about this Privacy Policy or concerns about the way we process your Personal Data, please email our data protection officer at [info@interform.ie](mailto:info@interform.ie) or alternatively write to Interform Ltd, 6 York Terrace, Dun Laoghaire, Co. Dublin. We do not charge for complying with a correction request, however, for requests for Personal Data, we may charge a small fee to cover our costs.

#### **4. COOKIE POLICY STATEMENT**

Our websites use only essential cookies without which the site would not be operational.

The cookies used for Affordable Housing app are:

- "\_csrf": Random token to prevent CSRF attacks
- "language": Contains preferred language for page display
- "PHPSESSID": Unique token to identify currently logged in user.

None are used for tracking or storing personal information.

Usage data is not collected and stored on our served.

Users are made aware that essential cookies are used and by registering and logging in to the site they consent to the use of such cookies.