

Clare County Council Privacy Notice Vacant Property Refurbishment Grant

Last updated 14/08/2024

The purpose of this privacy notice is to describe, in clear terms, the personal data that the vacant property refurbishment grant process collects and processes about individuals, why it is needed, the legal basis, how it is used and how individuals may interact with the Council in relation their personal data and the grant scheme. It also outlines the rights of individuals under data protection legislation.

Clare County Council also has a privacy statement which is a general document about how we approach data protection as an organisation and is available on the Council's website [Privacy statement | Clare County Council \(clarecoco.ie\)](https://clarecoco.ie/privacy-statement) or on request.

1.0 Purpose of the Vacant Property Refurbishment Grant Scheme

Personal data is gathered as part of the scheme to enable members of the public to apply for funding to refurbish property and enable that property to be brought back into use. The Council is obliged to protect such personal data in accordance with the Data Protection Act 2018 and the provisions contained in the General Data Protection Regulation (GDPR).

The purpose of the processing of personal data under the scheme is to enable people to apply for a refurbishment grant and enable the Council to administer the grant as required by the government.

2.0 Legal basis for the processing of personal data under the scheme

The legal basis to process personal data for the vacant property refurbishment grant scheme is outlined in the following articles of the GDPR:

- Article 6(1) e - the processing is necessary for the performance of a task carried out in the public interest or in the exercise of an official authority vested in Clare County Council. The official authority in this case derives from government circulars 04/2022, 30/2022, 43/2022 and issued guidance.

- Article 6(1) b – the processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract.

3.0 The categories of personal data concerned

Personal data processed under the scheme is:

- All the personal data included in the application form for the grant scheme.
- All the personal data obtained during the assessment of the grant application.
- All the personal data obtained during the payment of the grant funding.

4.0 Processing and recipients of the data

Access to the data is limited to authorised personnel dealing with grant scheme within the property management department of Clare County Council.

Data is shared with the following recipients:

- Department of Housing, Planning and Local Government, to comply with reporting requirements on the Council in relation to the Exchequer funding.

Limited personal data may be shared with the following recipients:

- Legal representatives of the Council in relation to executing the Deed of Charge document

Third party access to personal data is not allowed, except in the very limited circumstances permitted by law. Access requests shall be processed in accordance with the Data Protection Act 2018, the GDPR and the Council's data protection policies and procedures.

There are no plans to transfer the personal data to a third country or international organisation.

5.0 The retention period for the data

Clare County Council subscribes to the national policy for retention and destruction of Local Authority records.

6.0 Data subjects have a range of data rights

- Right of access by the data subject
- Right to rectification
- Right to erasure ('right to be forgotten')
- Right to restriction of processing
- Right to data portability
- Right to object and automated individual decision-making

The Council's data access request policy and procedures are available on www.clarecoco.ie or please contact dpa@clarecoco.ie.

7.0 The right to lodge a complaint with the supervisory authority

If you are not satisfied with a decision on your request for access to data or have concerns about personal data processing, you have the right to make a complaint to the Data Protection Commission, Canal House, Station Road, Portarlinton, Co. Laois, Ireland. Before doing so it is recommended that you contact Clare County Council (dpa@clarecoco.ie) to establish the circumstances. We may be in a position to resolve the problem in a timely manner.

The Data Protection Commission website www.dataprotection.ie has further details and the forms that are required to be completed if you wish to raise a concern or make a complaint.

8.0 Contact details for the data controller and data protection officer

The identity and the contact details of the controller:

Vacant Homes, Property Management Department
Clare County Council
New Road, Ennis, Co. Clare
Telephone: (065) 6821616
Email: vacanthomes@clarecoco.ie
Website: www.clarecoco.ie

The contact details of the data protection officer:

Data Protection Office
Telephone: (065) 6846405
Email: DPA@clarecoco.ie