

# Housing Privacy Notice



At Longford County Council Housing department, we understand that the privacy and security of your personal information (data) are important to you. This privacy notice outlines how we process your personal data in line with data protection laws.

Please read this notice along with Longford County Council's main **Privacy Policy**.



Scan to view  
**Main Privacy Policy**

## Need Help? How to scan a QR code

1



Open your camera app

2



Frame the QR code

3



Click the pop-up

# Housing

## Privacy Notice



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### Why does Housing process personal data?

The Housing department processes personal data (information) so everyone can have an affordable dwelling of good quality suited to their needs.

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### What personal data does Housing process?

The following is a list of personal data that we process.

- Name
- Address
- Date of birth
- Tax registration number
- Personal Public Services Number (PPSN)
- Email address
- Financial details
- Phone number
- Birth certificate
- Date of birth
- Employment details
- Ethnic and racial origin
- Family composition
- Health data
- Possibly images from security CCTV in Council buildings
- Marriage certificate
- Separation details
- Divorce agreement
- Photographic identification
- Property tax details
- Utility bill like a gas bill
- Vehicle registration
- Criminal record
- Behavioural information like when people complain about the behaviour of others.

# What does the law say about how we process your personal data?

There are three situations where Housing may process your personal data:

Situation	Example
You have given consent	When offering tenancy support by agreeing to be part of an email tenant list
To carry out a contract	If you require maintenance on your Council house
To allow us to carry out a task in the public interest and or in our official duty as a local authority as allowed under Local Government legislation	Information required in order to be assessed for housing support under the Housing (Miscellaneous Provisions) Act 2009



## Who will Housing share your personal data with?

We may share your personal data with the following, but only when necessary:

- An Garda Síochána
- Approved Housing Bodies (voluntary housing associations; independent, not-for-profit organisations)
- Auctioneers
- Auditors
- Central Statistics Office
- Community Welfare Officer
- Contractors like gas repair workers
- Department of Housing, Local Government and Heritage
- Department of Social Protection
- Elected representatives like local councillors
- Emergency accommodation providers
- HAP Shared Services (Housing Assistance Payment Shared Services)
- Health Service Executive (HSE)
- Homeless Action Group
- Housing agencies
- Landlords
- Legal representatives
- Longford Community Resources
- Medical consultants
- Other local authorities
- Other statutory and voluntary bodies
- Regional Tenancy Board
- Revenue Commissioners
- Social Workers
- Third-party service providers like information technology providers and cloud [computer] services
- Tusla, the Child and Family Agency.



An Roinn Coimirce Sóisialaí  
Department of Social Protection

We may also share your information with the Office of Government Procurement. This office buys goods and services for Longford Local Authority and other public services.

If you need more details on how we process information within Housing, please:

Contact options	Contact details
Phone	☎ 043 334 4207
Email	✉ dpo@longfordcoco.ie