



**An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreacht**
Department of Housing,
Local Government and Heritage

**Review of the schemes under the Croí Conaithe Towns Fund – Vacant Property
Refurbishment Grant and Ready to Build Scheme
(Privacy Statement)**

The Department of Housing, Local Government and Heritage is the Government Department responsible for housing and water, for physical and spatial planning, for local government, for weather forecasting and for built and natural heritage.

The Department is committed to protecting and respecting your privacy. This privacy statement explains how the Department, as Data Controller, will process personal data in respect of the Review being carried out by external consultants, how that information will be used, and what rights you may exercise in relation to your personal data.

Categories of personal data

The Department will be the controller in respect of any personal data being processed by the consultants during the Review of the schemes funded under Croí Conaithe Towns Fund.

As part of the stakeholder consultation for the Review, local authorities will contact a randomly selected number of applicants – using the name, email or postal address provided in the Grant application to the local authority - to request their participation in the survey. This survey is entirely anonymous and all responses will go directly to the external consultants.

No personal information will be collected by the consultants and no individual responses will be shared with the Department of Housing, Local Government and Heritage or with the local authority. The findings of the survey will be presented in aggregate form and no individual responses will be identifiable.

Source of the personal data

Applicant's personal data was provided by them in their application to the relevant local authority.

Purposes of the processing

The consultants, on behalf of the Department, will use the information provided to inform a Review of the Vacant Property Refurbishment Grant and the Ready to Build Scheme. Any

contact with applicants on behalf of the consultants will be carried out by the relevant local authority.

Profiling

The Department will not use any personal data collected from you in respect of the Review for automated decision-making, or for profiling purposes.

Lawfulness of processing

This processing of your personal data is lawful under Article 6 (1) (e) “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller” under the Ministers and Secretaries Act 1924, Section 1, IV.

Security of your personal data

The Department implements appropriate technical and organisational measures to protect your information from unauthorised access. However, despite these efforts, no security measures are perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other type of misuse. In the event that your personal data is compromised as a result of a breach of security, the Department’s Breach Management policy and procedures will be implemented.

Recipients of the data

Personal data may be shared with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law.

Cross-border Data Transfers

The Department will not transfer personal data collected in respect of the review of the schemes funded under Croi Conaithe Towns to any country or international organisation outside the EU/EEA.

How long will your data be kept?

The Department will only retain your personal data for as long as it is necessary for the purposes for which it was collected and processed. In line with legislative and business requirements, the data retention period for your personal data by local authorities, in this instance, is 10 years.

Your rights

The Department's [Data Protection Policy](#), which sets out how we will use your personal data, as well as providing information regarding your rights as a data subject (including details

regarding right of access, right to rectification, right to erasure, right to restriction of processing, right to object), is available on our website. The policy is also available in hard copy upon request. If you consider that your rights have been infringed, you have the right to complain to the Irish Data Protection Commission (www.dataprotection.ie), and you have the right to seek a judicial remedy.

Contacting Us

The Department is the Data Controller when processing your personal data for the purposes outlined above. The Department's contact details are available at: <https://www.gov.ie/en/organisation-information/839bc-contact-the-department-of-housing-local-government-and-heritage/>

The Department has appointed a Data Protection Officer to support its compliance with data protection law. The contact details for the Department's Data Protection Officer are:

Data Protection Officer
Department of Housing, Local Government and Heritage
Newtown Road
Wexford
Email: data.protection@housing.gov.ie

Date: _____