

Housing Agency Interim Remediation Scheme of Fire Safety Defects in Eligible Apartments and Duplexes 2023 Scheme Privacy Notice

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Created by:	Shantanu Kulkarni
Reviewed by:	Alannah Carey Bates

Disclaimer: The DPO function does not provide legal advice. The DPO is an independent, technical function tasked with informing and advising the data controller of their obligations under the GDPR, and making suggestions regarding the best practices that the data controller may consider implementing to better safeguard the rights and freedoms of natural persons when processing personal data.

Privacy Policy – Interim Remediation Scheme of Fire Safety Defects in Eligible Apartments and Duplexes 2023 Scheme

Introduction

This Privacy Notice provides you, the data subjects (i.e. authorised representatives of Owners Management Companies (OMCs) who are applicants to the Scheme) with information about the processing of personal data by the Housing Agency in relation to the Interim Remediation Scheme of Fire Safety Defects in Eligible Apartments and Duplexes 2023 Scheme (the Scheme). In order to apply and participate in the Scheme, and for the Housing Agency to deliver its services effectively, it will be necessary to process some of your personal data. This may include your name, contact details, and other information we collect in support of assessing your application.

Who is the Housing Agency

The Housing Agency, located at 53 Mount Street Upper, Dublin, Ireland, is a state agency under aegis of the Department of Housing Local Government and Heritage (DHLGH). The Housing Agency (Data Processor) has been assigned the role of administering the Apartments and Duplex 2023 Scheme by the DHLGH (Data Controller). This notice is thus being issued under the instructions of the DHLGH and will only apply to this Scheme. For more information on how the [Housing Agency](#) or the [DHLGH](#) processes your personal data please visit their websites.

The Housing Agency as a Data Processor relies on the instructions issued by DHLGH for the purposes of processing your personal data in furtherance of administering this Scheme.

Purpose of Processing and Lawful Basis

The Housing Agency may gather personal data directly from you through application forms or through the interactions you have with the Housing Agency, such as through inquiry emails. As a Data Processor we rely on the instruction of the DHLGH to process your personal data. The Data Controller i.e. the DHLGH relies on Public Task (i.e. processing is necessary for the performance of a task carried out in public interest) to process your personal data.

Personal data collected through the application form will be limited to the following:

- Name of representatives of OMCs
- Email Address and telephone numbers
- Information provided by you during your communications and inquires to the Housing Agency

We may share your personal data with contractors, valuers, or building engineers acting on our behalf and under strict instructions in delivering the services under the Scheme. Only minimum and necessary personal data will be shared.

Our activities as a state agency may be subject to scrutiny and therefore your data may also be included as part of an audit by internal and external auditors. Additionally, the Housing Agency may engage the services of data processors, such as the survey platform Zoho and a specialist IT company, but only under strict contract where they are also obliged to take appropriate care of your personal data. Your personal data will not be subjected to automated decision-making or profiling and will not be used for purposes other than the ones outlined in this document.

Security and Sharing of Personal Data

We use a range of physical, electronic and managerial measures to ensure that we keep your personal data secure, accurate and up to date. These measures include educating and training to relevant staff to ensure they are aware of our data protection obligations when processing personal data, administrative and technical controls to restrict access to personal data to a need-to-know basis, technological security measures, including firewalls, encryption and anti-virus software; and physical security measures, such as staff security passes to access our premises. However, the transmission of information via the Internet may not be completely secure, although we will do our best to protect your personal data.

Data Retention

The Housing Agency will hold personal data for as long as is necessary for the purpose for which it was collected. After this time your personal data is securely deleted as per the Data Controller's instructions.

International Data Transfers

The Housing Agency may transfer your personal data outside the European Economic Area (EEA) to countries such as the United Kingdom that are deemed to provide an adequate level of protection as per the European Commission. However, in case personal data is transferred to third countries, you can expect a similar degree of protection in respect to your personal data with additional safeguards in place as per the General Data Protection Regulations (GDPR).

Your Rights as an Individual

As a Data Processor the Housing Agency will inform the DHLGH of any request to exercise your rights that are provided under the GDPR and the Irish Data Protection Act 2018. More information

on how you may exercise your rights can be found on the [DHLGH's website](#) and on the [Housing Agency's website](#). You may also choose to contact our Data Protection Officer (contact details provided at the end of this notice).

Both the DHLGH and the Housing Agency will seek to deal with your request without undue delay, and in any event within one month (subject to any extensions to which we are lawfully entitled).

Data Protection Officer – DHLGH

You may choose to contact the DHLGH's Data Protection Officer by writing a letter to: Data Protection Officer, Department of Housing, Local Government and Heritage, Newtown Road, Wexford, Y35 AP90. Alternatively, you may choose to send an Email at data.protection@housing.gov.ie

Data Protection Officer – Housing Agency

The Housing Agency has duly appointed Trilateral Research Limited as its Data Protection Officer. If you need to contact the Housing Agency DPO directly, you can do so by phone or email. Email: dpo@housingagency.ie Tel: +353 1 657 1978.

This notice is kept under regular review and is therefore subject to change.

Last Updated: 04/12/2023.