



Comhairle Cathrach Chorcaí
Cork City Council

Operations (Water Services)

Private Water Supply Grants, Lead Replacement Grants and Domestic Waste Water Treatment Grants Privacy Notice

- Purpose** -Your information is required in order to assess and administer your application for either a Private Water Supply Grant, a Lead Replacement Grant or a Domestic Waste Water Treatment System Grant.
- Legal Basis** - The legal basis for the collection of this data is provided for under the following:
 - Grants payable under the Housing (Private Water Supply Financial Assistance) Regulations 2020 (S.I. No. 192 of 2020)
 - Grants payable under the Domestic Lead Remediation (Financial Assistance) Regulations 2016
 - Grants payable under the Housing (Domestic Waste Water Treatment Systems Financial Assistance Assistance)Regulations 2020 (S.I. No. 184 of 2020)
 - Grants payable under the Housing (Domestic Waste Water Treatment Systems Financial Assistance for Prioritised Areas for Action) Regulations 2020 (S.I. No. 185 of 2020)
 - Grants payable under the Housing (Domestic Waste Water Treatment Systems Financial Assistance in High Status Objective Catchment Areas) Regulations 2020 (S.I. No. 186 of 2020)
- The information you provide may be shared with the following:**
 - Various Cork City Council Sections – Water Services to assess your application and eligibility for Private Water Supply Grants and Domestic Wastewater Treatment Grants; Engineering staff to arrange property inspections and inspect works being recommended; and Finance Department to facilitate payment of your grant aid monies.
 - Rural Water Section, Department of Housing, Local Government and Heritage for statistical and research purposes and for recouplement of monies paid in grant aid.
 - Revenue – to ensure applicant/contractor is tax compliant
- Personal Information Required** - Personal data is required for all stages in the application process for these grants, to acknowledge your application and to process it.

In order to communicate with you, you will be required to provide contact details. You do not have to provide all contact details but by providing more, such as email, phone, name address, file reference etc. it makes it easier to communicate and engage. Other data which is not requested but often accompanies a grant application may include occupation, third party names and addresses.

5. **Information Retention** – Cork City Council will not keep your personal data for any longer than is required or necessary. The information you provide as part of your grant application will be retained in accordance with the National Retention Policy for Local Authority Records.
6. **Right to amend inaccurate information** - Cork City Council must take reasonable steps to ensure that personal data it holds is correct, complete and up to date. If the data held by us is found to be inaccurate, misleading or incomplete you have the right to request rectification of the data. For example, you may have changed your name, address, contact details etc. If so then please contact us so that we can correct it. You can do this by

Emailing us at: waterservices@corkcity.ie

Or by writing to us at: **Water Services, Room 315, Cork City Council, City Hall, Cork.**

7. Your Data Protection Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy.

<https://www.corkcity.ie/en/media-folder/public-info/update-ccc-data-protection-subject-access-request-form-june-2019.pdf>

8. Right of Complaint to the Office of the Data Protection Commissioner

If you are not satisfied with the outcome of the response you received from Cork City Council in relation to your data subject access request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner's website is www.dataprotection.ie or you can contact their Office at: Lo Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address:

Data Protection
Commissioner Canal House
Station Road
Portarlinton, Co. Laois. R32 AP23.

For further information in relation to Cork City Council's Data Protection Policy & Privacy Statement, please go to <https://www.corkcity.ie/en/council-services/public-info/gdpr/>

If you require a paper copy of either document, please contact us on 021 4924000 or email dataprotection@corkcity.ie

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