



Comhairle Contae Chill Mhantáin
Wicklow County Council

Data Protection Act 2018 (as amended)

PRIVACY STATEMENT for Affordable Housing

Who are we?

Wicklow County Council (the Council) is the democratically elected unit of Local Government in County Wicklow and is responsible for providing a range of services to meet the economic, social and cultural needs of the people of our County. In order to provide the most effective and targeted services to meet the needs of the citizens, communities and businesses of County Wicklow we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, information sought may include 'personal data' as defined by the Data Protection Acts and the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past, current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect process and use certain types of personal data to comply with regulatory or legislative requirements or to carry out functions in the public interest.

Why do we have a Privacy Statement?

Wicklow County Council has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Wicklow County Council, we will ensure the security of the data you provide to us. Wicklow County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Wicklow County Council's commitment is that the personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner.
- Obtained for only specified, identified and legitimate purposes.
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained.
- Personal data collected and processed must be accurate and (where necessary) kept up to-date.
- Data will be retained only for as long as needed to fulfil the purposes for which it was collected
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy Statement [here](#) or you can request a hard copy at 0404 20100.



What is the activity referred to in this Privacy Statement for Affordable Housing & Service Sites?

Affordable Housing applicant(s) will be required to agree that they consent to provide personal information/documentation to Wicklow County Council.

Consent will be requested from successful applicant(s) to forward the following information to the Developer and/or the Estate Agent of the Affordable Housing Scheme: Name, Address, Phone number and email address.

What is the basis for making the processing of this personal data lawful?

What is the basis for making the processing of personal data in this activity lawful? In accordance with Article 6.1 (e) of the GDPR, processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Wicklow County Council in conjunction with the following legislation:

- **Part 2 of the Affordable Housing Act 2021**
- **Affordable Housing Regulations 2023 (S.I. No. 20/2023)**
- **Affordable Housing (No. 2) Regulations 2023 (S.I. No. 21/2023)**

We require contact details

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

What items of personal data do we need to undertake this activity?

- Name, Email Address, Contact number, Postal Address and Eircode, Length of time at current address – Proof (dated within 3 months) to be uploaded and validated,
- Location of preference for Affordable Housing (if there is more than one being advertised), DOB, PPSN – Proof to be uploaded and validated, Relationship status.
- Nationality – proof to be attached, Right to reside – proof to be attached, Photo ID – proof to be uploaded, Number of people in the household including the applicant.
- Name, DOB, PPSN & relationship to applicant of other household members, if applicants have built or purchased a property? If yes - Give details. Does the applicant have an interest, right, claim or legal share in a property? Applicant 1 & 2 – Employer name, Employer Address, Eircode, Type of Business, Occupation, Date of commencement.

- Income - Gross Salary per annum, Overtime per annum, Bonus per annum, Commission per annum, Total Income for Applicant 1 (sum of the above),
- Employment Terms, contract, permanent, probation, self-employed, other, Salary certificate – stamped by employer to be uploaded, Frequency of payment – Weekly, fortnightly, monthly, If self-employed. Self-Employment details, Company name, address date of commencement, type of business, Income from self-employment –
Min 2 years audited accounts to be uploaded, Current Tax balancing statement to be uploaded, If self-employed – Tax payment receipt for past 2 years to be uploaded, If unemployed – yes / no – DSP unemployment documentation to be uploaded.
- Any other income - Maintenance payments, Rent from rental properties, Dividends, Capital, Investment, Pensions (occupational & social welfare), Other, Total (sum of all income)
- Household Income - 1st Applicant Total Annual Income, 2nd Applicant Total Annual Income, Gross Household Income PA (sum of the above).
- Financial History - Savings / Deposits Applicant 1 and Applicant 2 - Current Account, Savings Account, Other Account, Credit Union, Total per Applicant, Total Joint Savings / Deposits, Evidence of saving outlined above to be uploaded.
- Mortgage loan approval in principle – confirmation letter to be uploaded
- Are you a 1st time buyer Applicant 1 – Yes / No - upload evidence from Revenue
- Are you a 1st time buyer Applicant 2 – Yes / No - upload evidence from Revenue
- Signed and dated declaration form for both applicants.
- Sensitive data in relation to all applicants' ethnicity and nationality. Proof of right to reside and residency in Wicklow. Credit rating. Employment status. Employer. Savings. Marital status.

This personal data will be used for the following purpose(s):

To determine the applicant's eligibility for the scheme and to engage with them to facilitate the completion of the application process.

What will happen if the personal data is not provided?

We will be unable to process your application.



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Am I the only source of this personal data?

In some instances to assist with the delivery of the activity or to comply with regulatory or legislative requirements personal data is sourced from a third party.

This apply to this area of activity as Wicklow County Council Housing Department may be required to perform function under the Affordable Housing Act 2021 and obtain information from the following bodied for the purpose of clarifying matters in relation to First Time Buyer status off all applicants.

- Revenue

Is personal data submitted as part of this activity shared with other organisations?

The Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required, the Council shall have regard to your rights, to the security and integrity of the data and will minimise the data shared.

Sharing **APPLIES** to this activity.

Data is shared with: **Planning Department and Legal Representatives, Developers involved in the delivery of Affordable Housing units and their designated estate agents.**

Data **IS NOT** transferred to another country.

Data is transferred to: **NA**

How long is my data kept for?

The Local Authority sector operates under a detailed record retention policy which outlines time periods for which your personal data will be retained and what will happen to it after the required retention period has expired.

The National Record Retention Policy for Local Authority Records and the revised schedules are available in the Council's privacy statement: [Wicklow County Council Privacy Statement](#).

Do you need to update your records?

Wicklow County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date.

In addition, if the data held by us is found to be inaccurate you have the right to rectify/correct this.

If you find that personal data, we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by emailing us at AffordableHousing@wicklowcoco.ie.



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Your rights:

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

If the data held by us is found to be inaccurate you have the right to rectify/correct this – see above on how to update your records.

You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Council.

Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.

To exercise these rights logon to [Data Protection Statement - Wicklow County Council](#) use one of the forms at our Counters or contact us.

Completed applications should be returned to:

Wicklow County Council – Data Protection Officer

Phone	0404 20100
E-mail	dpo@wicklowcoco.ie
Postal Address	Station Road, Wicklow, Co Wicklow. A67 FW96.

Right of Complaint to the Data Protection Commissioner

If you are not satisfied with the outcome of the response received by the Council, 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
Contact portal:	https://www.dataprotection.ie/en/contact/how-contact-us
Email:	info@dataprotection.ie
Postal Address	Data Protection Commissioner Canal House Station Road Portarlinton Co Laois Ireland R32AP23



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Changes to Privacy Statement:

We may make changes to this Statement. If we make changes they will be posted below.

Last updated on 2nd December 2025.