



## **Terms and Conditions for grants for the improvement of a private water supply to a house**

**Rural Water Unit**

**Department of Housing, Planning and Local Government**

**Government Buildings**

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**Version: June 2020**

**Grants payable under the Housing (Private Water Supply Financial Assistance) Regulations 2020 (S.I. No. 192 of 2020)**

- Please read the following information notes before completing the application form.
- All questions on the form must be answered and, where specified, supporting documents must be provided. Incomplete forms or those which are not accompanied by the appropriate documents will not be processed.
- Work must NOT start before approval is provided in writing by the housing authority. If work has commenced before approval is received, your application will not be considered and payment will be refused.
- The grant scheme is administered by housing authorities. All matters relating to the day-to-day operation of the grant scheme, including applications and payments, are a matter for the relevant housing authority.
- Any enquiries about the grant should be addressed to the relevant housing authority's Rural Water Programme Liaison Officer.

## **1. Purpose of grant**

The purpose of this grant scheme is to assist households in rural areas that are dependent on a private water supply (individual well) for their household use, by financially assisting them where they incur capital expenditure, to carry out improvements to the supply to ensure that the water supply is wholesome and clean, or that the quantity supplied is insufficient to meet the domestic needs of the household as defined in the Housing (Private Water Supply Financial Assistance) Regulations 2020 (S.I. No. 192 of 2020).

For grant purposes, a private water supply is defined as a system providing a supply of water to a single house by means of a source that is not common or shared.

This scheme forms part of the funding investment under Measure 8 of the Multi-Annual Rural Water Programme (MARWP) 2019 to 2021.

The grant enables improvement works to be carried out to a private water supply (see Appendix I) so that it will provide water that is compliant with the quality standards of the Drinking Water Regulations<sup>1</sup> ("the Regulations") and/or will supply the sufficient quantity of water that meets the domestic needs of the household.

The grant is an integral part of improving the quality and reliability of private water supplies that are supplying water for domestic use by houses in rural areas.

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<sup>1</sup> *The European Union (Drinking Water) Regulations, 2014 (S.I. No. 122 of 2014) see at: <http://www.irishstatutebook.ie/eli/2014/si/122/made/en/print> and the European Union (Drinking Water) (Amendment) Regulations 2017 (S.I. No. 464/2017) see at: <http://www.irishstatutebook.ie/eli/2017/si/464/made/en/print?q=464/2017>*

**Important:** Houses with individual connections to a common source of supply using separate abstraction and distribution systems do not constitute a private water supply for the purposes of the grant. The grant must be used solely for the improvement of a private water supply to a house. No part of the grant payment may be used to cross subsidise other non-domestic use e.g. farming activity or other commercial use.

## **2. Level of grant**

The level of a grant is determined by the type of improvement works being undertaken and shall not exceed the following amounts:

- (a) (i) 85% of the approved costs for rehabilitation works, subject to a maximum of €3,000;  
or  
(ii) 85% of the approved costs for the provision of a new well, subject to a maximum of €5,000 (where the housing authority agrees that this is the most appropriate solution);
- (b) 100% of the approved costs for works that, in the opinion of the housing authority, are necessary to treat the water to meet the water quality standards specified in the Regulations, subject to a maximum grant of €1,000. Examples of such treatments are filtration or Ultra Violet treatment.

An application can be submitted in respect any of the following:

- Grant aid solely for rehabilitation works at (a)(i) above;  
or  
Grand aid solely for the provision of a new well at (a)(ii) above;  
or  
Grand aid solely for treatment works at (b) above.
- Grand aid for rehabilitation works as per (a)(i) above plus treatment works as per (b) above.
- Grant aid for the provision of a new well as per (a)(ii) above plus treatment works as per (b) above.

The grant is not available for improvement works that cost less than €750, in total.

## **3. Eligibility**

An applicant may be considered eligible for a grant if, in the opinion of the housing authority, the following criteria are met:

- (a) The improvement works will be carried out on a water supply to a house, where that water supply does not meet the quality standards in the Regulations or the quantity supplied is insufficient to meet the domestic needs of the household; and,
- (b) The house is occupied by the applicant as his or her normal place of residence; and,
- (c) The house is not connected to, and cannot reasonably be connected to, Irish Water or a Group Water Scheme<sup>2</sup>; and,

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<sup>2</sup> For the purposes of these Terms and Conditions, a Group Water Scheme means a scheme providing a private supply of water to two or more houses by means of a common or shared source of supply and distribution system.

- (d) The house is not located in an area that is, or is about to be, served by Irish Water or a Group Water Scheme; and,
- (e) The house has been fully constructed for more than seven years, and a grant has not been paid for the provision of, or improvement to, a water supply to the house under the scheme within the previous seven years. This includes grant aid in relation to treatment works.

**Note:** For the purposes of this grant scheme a normal place of residence includes long-term rentals but excludes private holiday homes and properties operated on a commercial basis (e.g. short-term rentals, self-catering properties, caravans/mobile homes, caravan/mobile home sites etc.). Properties owned by local authorities, housing associations, Health Services Executive etc. are not eligible.

**Additional eligibility information:**

- Applicants cannot avail of both grant amounts at Section 2(a) above i.e. they cannot avail of €3,000 for well rehabilitation plus the €5,000 for a new well. For further clarification see Section 2 above.
- The qualifying age of a house for a grant is seven years, and the period before a subsequent application can be made remains at seven years. This refers to grant aid in respect of improvement works, and includes treatment works.
- In exceptional circumstances, applicants may be permitted to make a second application within the seven-year period if the maximum grant was not fully utilised and some significant unforeseen or emergency issue arises after the first application. Examples of such circumstances would include contamination of the water supply, subsidence, deterioration caused by weather events.
- Applicants will be required to demonstrate, to the satisfaction of the housing authority, that an unforeseen or emergency issue has arisen in their case.
- Where a second application is made within the seven-year period under these circumstances, the combination of the original payment and the second payment shall not exceed the maximum amount ordinarily payable, which is €3,000 in the case of a well rehabilitation or €5,000 in the case of a new well.  
*Example: In the case of a well rehabilitation, if €1,500 grant aid was paid in relation to the first application, and if further emergency rehabilitation works arise, the maximum additional payment that could be made within the seven-year period would be €1,500.*

**4. Approved cost**

The housing authority determines the approved cost for each grant. It is an estimate of the reasonable cost of the qualifying works (see Appendix II).

Applicants must obtain three quotes for all proposed improvement works and submit copies of the quotes with the grant application. This includes proposed treatment works.

**5. Receipts**

Each claim for grant aid must be accompanied by receipts from each contractor engaged for the purpose of stated works. Receipts must include details of the works carried out and the associated costs.

## **6. Tax clearance requirements**

In the case of each contractor engaged to carry out improvement works to a private water supply, a copy of a current tax clearance certificate issued to the contractor by the Revenue Commissioners must be submitted.

## **7. Processing of applications for grant aid**

The following procedure will apply to the processing of all applications:

- (a) Applications for approval of grant aid should be submitted on *Form PWS 1a* (attached), to the housing authority in whose functional area the house served by the private water supply, the subject of the application, is located.
- (b) The private water supply that is the subject of the application will then be inspected by the housing authority or its representative to confirm the validity of the application with regard to the scope of works proposed. The pre-works inspection will:
  - establish that the existing water supply is not wholesome and clean or that the quantity of water supplied is insufficient to meet the domestic needs of the household; and,
  - determine whether the proposed works qualify for grant funding and are the most appropriate to address the particular issues; and
  - give advice to the applicant on how to generally and specifically improve and secure the integrity of their private water supply.
- (c) The housing authority will subsequently advise the applicant in writing (or via email) if the application is deemed eligible (subject to terms and conditions) or ineligible.
- (d) The applicant may then proceed with the required improvement works (see Appendix II) however, only works that are included in the application and deemed eligible will receive payment of grant aid.
- (e) Applications will be processed as quickly as possible.
- (f) If assistance in completing the form is required, please contact the relevant housing authority.
- (g) The housing authority reserves the right to make any enquiries it considers necessary, to verify information or supporting documentation provided as part of an application for grant aid, and may exclude from consideration for grant aid any applicant who supplies false or misleading information or documents.

## **8. Processing of claims for payment**

The following procedure will apply to the processing of all claims for payment:

- (a) Once the works have been completed, claims for payment should be submitted on *Form PWS 1b* (attached), to the housing authority whose functional area the house served by the private water supply, the subject of the application, is located.
- (b) *Form PWS 1b* must be accompanied by all receipts from each contractor engaged for the purpose of the improvement works.
- (c) The housing authority will carry out a post-works inspection of the improvement works to establish that:
  - the approved works have been satisfactorily undertaken and completed; and
  - a water supply which is satisfactory in both quality and quantity has been provided.

- (d) Once the housing authority has established that the improvement works have been completed to its satisfaction, the claim for payment shall then be processed.
- (e) Where the housing authority is of the opinion that the improvement works have not been undertaken in accordance with the application, or have not been satisfactorily completed, it may:
  - determine a revised approved cost, or
  - withhold payment of the grant until the applicant carries out such alterations to the existing works or such additional works as may be notified by the housing authority.
- (f) Where the housing authority is of the opinion that the actual cost of the qualifying works is less than the approved cost, a revised approved cost will be determined.
- (g) Claims will be processed as quickly as possible.
- (h) If assistance in completing the form is required, please contact the relevant housing authority.
- (i) The housing authority reserves the right to make any enquiries it considers necessary, to verify information or supporting documents provided as part of a claim for grant aid, and may exclude from consideration for grant aid any claimant who supplies false or misleading information or documents.

#### **9. Appeals process**

In processing applications under this grant scheme, it is recognised that some applicants may be dissatisfied with the housing authority's decision. Housing authorities will give every applicant an appeal mechanism allowing them to have the decision in their case reviewed by a housing authority official who did not deal with their original application.

The following procedure shall apply to each appeal:

- (a) The dissatisfied applicant is invited to submit a **written appeal** (this may be via email) on any decision notified to them by the housing authority on their application.
- (b) The appeal must be received by the housing authority **within three weeks** of the date of the decision and must state the reasons for the appeal.
- (c) The appeal will be considered by the housing authority and adjudicated upon within four weeks of receipt.
- (d) A decision on the appeal will be notified in writing to the appellant within two weeks of the decision being made.

## APPENDIX I

### 1. Information on carrying out of improvement works

After the applicant receives approval in writing from the housing authority, the improvement works may commence.

Testing, sampling, analysis and certification of the water supply is an essential part of verification of the improvement works. This testing, sampling, analysis and certification is necessary to verify that the serious deficiency has been resolved to the satisfaction of the housing authority.

The necessary testing, sampling, analysis and certification varies depending on the improvement works carried out and is as follows:

**(a) *Improvement works consisting of the installation of water treatment equipment:***

- Pre-installation - Sampling, analysis and certification of the water must be carried out to provide information on the equipment likely to be required.
- Post-installation – Sampling, analysis and certification of the water must be repeated in order to validate the water quality.

**(b) *Improvement works consisting of the drilling a new well or rehabilitating of an existing well:***

- Pre-installation – once water is found, testing must be carried out by the well driller to validate the adequacy, for domestic purposes, of the water quantity available from the well. Sampling, analysis and certification of the water must be carried out to provide information on the treatment equipment likely to be required.
- Post-installation – Sampling, analysis and certification of the treated water must be carried out to validate the water quality.

**(c) *Improvement works consisting of the drilling of a new well or rehabilitating an existing well and the installation of water treatment equipment:***

- Pre-installation (drilling of a new well only) – testing must be carried out by the well driller to validate the adequacy, for domestic purposes, of the water quantity available from the well.
- Pre-installation (both new well or rehabilitation of existing well) – Sampling, analysis and certification of the water must be carried out to provide information on the water treatment equipment likely to be required.
- Post-installation (both new well or rehabilitation of existing well) – Sampling, analysis and certification of the treated water must be carried out to validate the water quality as set out at (a) and (b) above.

**Water Quality:** Sampling and analysis is carried out to ensure that the water supply is fit for human consumption i.e. complies with water quality standards set out in the Regulations. The housing authority, based on its knowledge of the area of the water supply, will provide the applicant with a list of parameters (called bacteriological and

## APPENDIX I

chemical check parameters) appropriate to local conditions for which the water must be analysed.

Sampling, analysis and certification must be carried out by a competent, recognised, independent and INAB (Irish National Accreditation Board) or equivalent accredited laboratory<sup>3</sup>. Analysis by non-accredited bodies will not be accepted.

The applicant is responsible for arranging sampling by the laboratory (the laboratory must take the water sample, not the applicant, as specific equipment and methods are used including sampling bottles, which have to be sterile).

In some parts of the country the housing authority or the HSE may be able to provide a sampling, analysis and certification service.

To validate water quality separate sets of sampling, analysis and certification are required:

**Pre-treatment equipment (where being installed):** The results from this sampling, analysis and certification of the raw water will guide the equipment providers on the appropriate water treatment equipment to install,

**Post treatment equipment:** The results from this sampling, analysis and certification of the treated water will verify the effectiveness of the installed water treatment equipment. It is advisable to use the water treatment system for a minimum period of two weeks prior to having the water tested.

Where the improvement works only involve works consisting of a drilling a new well or rehabilitating an existing well, and water treatment equipment is already in place, then normally only the sampling, analysis and certification of the treated water is required.

The housing authority will not pay a grant unless results to their satisfaction are obtained from the sampling, analysis and certification process. The housing authority will require that repeat sampling, analysis and certification, and if necessary further improvement work is carried out, until results to their satisfaction are obtained.

The applicant must retain a copy of the Certificate of Analysis issued by the laboratory and return it to the housing authority with the claim for payment of the grant. The housing authority will not pay a grant unless a Certificate of Analysis to their satisfaction is provided.

**Water Quantity:** Where the improvement works consist of drilling a new well or rehabilitating an existing well then once water is found tests must be carried out to validate water quality. The water quality analysis requirements apply, as set out above.

Water quantity is validated by the drilling contractor. The contractor must provide a signed Certificate of Water Quantity giving details of the borehole together with its estimated water production quantity based on a pumping test.

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<sup>3</sup> For some further guidance see at: <http://www.epa.ie/water/dw/hhinfo/testtreat/>



## APPENDIX I

The necessary form, Certificate of Water Quantity, is available from the housing authority and should be provided with the written approval of the grant application.

The applicant must retain a copy of the Certificate of Water Quantity issued by the well driller and return it to the housing authority with the claim for payment of the grant. The housing authority will not pay a grant unless a Certificate of Water Quantity to their satisfaction is provided.

Where the improvement works involve drilling a new well and installing a pump, it is advisable to have the installation disinfected and to use the treatment for a minimum period of two weeks prior to having the water tested.

### 2. Information on a wholesome and clean water supply

A water supply may be regarded as not meeting the required standards for water quality as defined in the Regulations if the housing authority is satisfied that the water supply is in need of upgrading or replacement as it is not wholesome and clean<sup>4</sup> or where the quantity is insufficient to meet the water demand for domestic purposes of the house.

A water supply depending on a rainwater tank may be regarded, for grant purposes, as not being wholesome and clean, or supplying insufficient quantity to meet the water demand for domestic purposes of the house. However, a water supply should not be regarded as supplying insufficient quantity merely because the demand for water for non-domestic purposes from the source concerned has increased.

Water 'Hardness' is a natural characteristic of much of Ireland's drinking water supply that does not cause quality deficiencies in the supply. Hard water is not regarded as meeting the stated criteria for grant purposes. Therefore, the installation of a water softener is not covered by the grant scheme. Similarly, systems installed to remove sodium, in water that has been softened, are not covered by the grant scheme.

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<sup>4</sup> "wholesome and clean" in relation to a water supply has the same meaning as in the European Union (Drinking Water) Regulations 2014 (S.I. No. 122 of 2014), as amended.

## APPENDIX II

### Information on qualifying works

Works qualify for funding under the grant scheme where they are undertaken to improve a supply of domestic water in a house and they consist of one or more of the following:

- drilling or commissioning a new well,
- rehabilitating an existing well, including deepening or relining an existing bore and the removal of silt,
- providing or upgrading a supply of water from a surface water source,
- the construction or improvement of a pump house, piping or other facilities in connection with the supply of water,
- the provision or improvement of mechanical or electrical equipment or facilities in connection with the supply of water,
- the provision or improvement of facilities or equipment for the treatment of water, or,
- sampling, analysis and certification of the water supply (pre and post the works) to verify that the supply to the house at the kitchen tap is compliant with the Regulations.

Works do not qualify where, in the opinion of the housing authority, they:

- exceed that required to secure an adequate supply of water for domestic purposes (e.g. treatment in excess of that required to satisfy the wholesome and clean requirement is being proposed)<sup>5</sup>,
- relate to the installation or improvement of plumbing inside a house,
- relate to the provision or up-grading of a supply of water for non-domestic purposes (i.e. for some commercial activity where the improved supply will be used for both domestic and some commercial activity e.g. farm, business operated from home, etc.)<sup>5</sup> above<sup>5</sup>,
- have commenced before an on-site pre-works assessment visit and written approval has been issued to the applicant by the housing authority,
- are for water softeners or related treatment.

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<sup>5</sup> In such circumstances the housing authority may determine an approved cost that reflects the cost of the domestic element of the overall proposed works.

### APPLICATION FORM

**Improvement works to a private water supply where, in the opinion of the housing authority, the existing water supply is non-compliant with the Drinking Water Regulations or the quantity supplied is insufficient to meet the domestic needs of the household and the house is not connected to, or cannot reasonably be connected to an Irish Water or Private Group Water Scheme.**

- Please read the information notes before completing the application form.
- All questions on the form must be answered and, where specified, supporting documents must be provided. Incomplete forms or, those which are not accompanied by the appropriate documents, will not be processed.
- Work must NOT start before the housing authority or its representative's visit. If work has commenced before that date, your application will not be considered.
- The grant scheme is administered by housing authorities. All matters relating to the day-to-day operation of the grant scheme, including applications and payments, are a matter for the relevant housing authority.
- Any enquiries about the grant should be addressed to the relevant housing authority's Rural Water Programme Liaison Officer.

#### 1. Details of the Applicant

Name of applicant:

Address (location of PWS to be installed or improved):

EIRCODE (required):

Daytime telephone No:

#### 2. Details of existing PWS (if applicable)

Age of the house, the subject of the water supply:

If there is an existing supply of piped water in the house, in what respect is it not wholesome and clean:

Form PWS 1a

3. Details of proposed works	
Do the proposed works involve: <ul style="list-style-type: none"> <li>▪ an upgrading of an existing supply</li> <li>▪ the provision of a new supply</li> <li>▪ treatment works</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the new or upgraded supply of water be used for non-domestic purposes? If yes, please give details of such uses:	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. General description and cost of works to be undertaken (copies of quotes must also be attached)	
5. Previous payments	
Was any grant paid in respect of this house in the last 7 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:	
(a) by whom:	(a)
(b) amount:	(b) €
(c) date paid:	(c)

Form PWS 1a

6. Details of Contractor(s) (copy of Tax Clearance Certificate for each contractor <i>must</i> be provided)	
Contractor 1	Contractor 2 (if applicable)
Contractor name:	Contractor name:
Contractor address:	Contractor address:
EIRCODE:	EIRCODE:
7. Declaration	
<p>I hereby declare that the information provided by me on this application form, and all other documentation submitted in support of this application, is correct and true.</p> <p>I understand that the provision of any false or misleading information or invalid supporting documentation may result in this application being cancelled.</p> <p><b>Signature of applicant:</b> _____</p> <p><b>Date:</b> _____</p>	

**PAYMENT CLAIM FORM**

Improvement works to a private water supply where, in the opinion of the housing authority, the existing water supply is non-compliant with the Drinking Water Regulations or the quantity supplied is insufficient to meet the domestic needs of the household and the house is not connected to, or cannot reasonably be connected to an Irish Water or Private Group Water Scheme.

- Please read the information notes before completing the claim form.
- All questions on the form must be answered and, where specified, supporting documents must be provided. Incomplete forms or, those which are not accompanied by the appropriate documents, will not be processed.
- Work must NOT have started before the housing authority or its representative's visit. If work has commenced before that date, your claim will not be considered.
- The grant scheme is administered by housing authorities. All matters relating to the day-to-day operation of the grant scheme, including applications and payments, are a matter for the relevant housing authority.
- Any enquiries about the grant should be addressed to the relevant housing authority's Rural Water Programme Liaison Officer.

1. Details of the Applicant	
Name of applicant:	
Address (location of PWS installed or improved):	
EIRCODE (required):	
Daytime telephone No:	
2. General description and cost of works undertaken (itemised receipt(s) must be provided for all works completed)	

Form PWS 1b

<b>3. Details of Contractor(s) (copy of Tax Clearance Certificate for each contractor <i>must</i> be provided if different from the contractor listed on the application form )</b>	
Contractor 1	Contractor 2 (if applicable)
Contractor name:	Contractor name:
Contractor address:	Contractor address:
EIRCODE:	EIRCODE:
<b>4. Declaration</b>	
<p>I declare that the information provided by me on this claim form, and all other documentation submitted in support of this claim, is correct and true.</p> <p>I understand that the provision of any false or misleading information or invalid supporting documentation may result in this claim for payment being cancelled.</p> <p><b>Signature of claimant:</b> _____</p> <p><b>Date:</b> _____</p>	



**An Roinn Tithíochta,  
Pleanála agus Rialtais Áitiúil**  
Department of Housing,  
Planning and Local Government

## **Administration of schemes of financial assistance under the Multi- Annual Rural Water Programme 2019-2021 (Privacy Notice)**

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

The Department is committed to protecting and respecting your privacy. This Privacy Notice explains how the Department, as the Data Controller, will process the personal data provided to it in respect of the management and administration of the schemes of financial assistance listed at 1-4 below; how that information will be used, and what rights you may exercise in relation to your personal data.

The following schemes of financial assistance, which are administered by the Department, relate to rural water services:

- 1 Housing (Domestic Waste Water Treatment Systems Financial Assistance) Regulations 2020
- 2 Housing (Domestic Wastewater Treatment Systems Financial Assistance for Prioritised Areas for Action) Regulations 2020
- 3 Housing (Domestic Waste Water Treatment Systems Financial Assistance for High Status Objective Catchment Areas) Regulations 2020
- 4 Housing (Private Water Supply Financial Assistance) Regulations 2020

### **Categories of personal data**

The Department processes the following personal data in respect of the administration of the schemes of financial assistance listed herein:



- The Eircode of the applicant.

### **Source of the personal data**

Your personal data was provided to the Department by the housing authority to which you made an application for financial assistance under one of the schemes listed herein and received grant aid accordingly.

### **Purposes of the processing**

The Department will use your data in order to;

- Manage the recoupment process in respect of the administration of the aforementioned grant schemes by housing authorities, and
- Discharge its governance and oversight responsibilities.

The Department will not process your personal data for any purpose other than that for which it was collected.

The provision of your personal data is a requirement in order to allow the housing authorities to determine the eligibility of applicants for the respective schemes of financial assistance. You are obliged to provide this data, and failure to do so could result in your application being refused.

### **Profiling**

The Department will not use any personal data collected from you in respect of the administration of schemes of financial assistance, as listed herein, 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 lawful if the 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 Regulations listed at 1-4 above, local authorities will perform tasks in the public interest to ensure compliance with the EU Framework Directive. The local authorities exercise an official authority pursuant to the Housing (Miscellaneous Provisions) Act, 1979 and the proposed Regulations.

### **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 protocol for dealing with personal data breaches will be implemented.

### **Recipients of the data**

Personal data is not published and is only communicated or shared with any third party for example other Government Departments, housing 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 administration of schemes of financial assistance as listed herein 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, in this instance, is four years after the closing date for applications under any of the schemes listed herein.

### **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 Commissioner ([www.dataprotection.ie](http://www.dataprotection.ie)), and you have the right to seek a judicial remedy.

### **Contacting Us**

If you require further information, or wish to access your personal data, please contact the Department's **Data Protection Officer**, details below:

**Data Protection Officer,  
Department of Housing, Planning and Local Government,  
Newtown Road,  
Wexford**

**Email: [data.protection@housing.gov.ie](mailto:data.protection@housing.gov.ie)**

**Telephone: 053 9117450**