



## Housing Infrastructure Services Company Privacy Policy

### Introduction

The Housing Infrastructure Services Company, (HISCo), was established to provide a 'design-build-finance' service for housing estate infrastructure, on fully commercial terms, to developers and landowners.

This privacy policy will explain how our Company uses the personal data we collect from you when you agree to share information with HISCo or use our website.

The Housing Infrastructure Services Company regards your privacy and the handling of your personal data with the utmost importance. This Privacy Notice details how we collect, use and securely store any personal data you agree to share with the Company or submitted to us through use of our website.

There is also an explanation of the various rights you can exercise as a data subject, as well as how you can exercise those rights.

In accordance with Data Protection Legislation, the Housing Infrastructure Services Company is the Data Controller. This means that the Housing Infrastructure Services Company is the entity which decides on how your personal data is collected, used and protected.

Our registered office address is:

Housing Infrastructure Services Company DAC., Glandore, City Quarter, Lapp's Quay, Cork T12 Y3ET

**Housing Infrastructure Services Company DAC, Glandore, City Quarter, Lapp's Quay, Cork**  
**00353 21 4244124 T12Y3ET VAT No. IE 3645833DH**  
**Company Registration number 655999**  
**Directors: Jerry Mehigan Chairperson, John O Neill Company Secretary, Donal Murphy,**  
**Eddie Murphy, Ian Lydon CEO: Niall Morrissey**

### Data Protection Acts

The Data Protection acts 1988 and 2003 are designed to protect people's privacy. They give effect to the Council of Europe Data Protection Convention. The Acts confer rights on individuals in relation to the privacy of their personal data as well as responsibilities on those persons holding and processing such data.

### What is personal data?

Personal data means data relating to a person who is or can be identified from the data itself or in conjunction with other information that is in, or is likely to come into, the possession of the Housing Infrastructure Services Company, it covers any information that relates to an identifiable, living individual. This data can be held on computers or in manual files.

### Data Controller

A "data controller" refers to a person, company, or other body which decides the purposes and methods of processing personal data.

The Data Controller for the Housing Infrastructure Services Company is Niall Morrissey, CEO, Housing Infrastructure Services Company DAC., Glandore, City Quarter, Lapp's Quay, Cork T12 Y3ET

### Collection, processing and retention of personal data

Personal data is information that is associated with your name or personal identity, or any such information which can directly or indirectly identify an individual. Some examples of personal data include:

- Your name
- Your address
- Location data
- Internet Protocol (IP) Address

Our website does not explicitly collect any personal data about you, apart from information which you willingly volunteer (for example, by emailing us or by filling out the contact us form). Any information which you provide in this way is not made available to any third parties and is used only specifically for the purpose for which you provide it.

Any personal information we collect will not be kept for any longer than it is necessary to provide the specific service. The Length of the retention period depends on how long we need to process your data. In certain circumstances we are legally obliged to retain personal information for longer, such as accounting or regulatory purposes.

#### Security and sharing of personal data

The Housing Infrastructure Services Company is committed to the protection of any personal data it collects and processes, therefore we have implemented what we believe to be the most appropriate technical and administrative safeguards to prevent unauthorised access, use and disclosure of any personal data you submit to us.

We do not share your information with anyone outside the Company without your express permission to do so. Under no circumstances will your information be sold or passed on to third parties for the purposes of marketing, sales or other commercial uses without your prior express consent.

We may disclose information to third parties where it is necessary, such as where there is a legal obligation, where permitted under Data Protection Legislation or for the purposes of the prevention and/or detection of fraud or crime.

Our site uses cookie technology to enhance your user experience. A cookie is a little piece of text stored by your browser on your computer, at the request of our server.

We may use cookies to deliver content specific to your interest and to save your personal preferences, so you do not have to re-enter them each time you connect to the internet or our site. You are always free to decline our cookies, if your browser permits, or to ask your browser to indicate when a cookie is being sent.

You can also manually delete cookie files from your computer at your discretion.

## Data Subject Rights

Data protection is a fundamental right set out in Article 8 of the EU Charter of Fundamental Rights, which states:

- Everyone has the right to the protection of personal data concerning him or her.
- Such data must be processed fairly for specified purposes and on the basis of the consent of the person concerned, or some other legitimate basis laid down by law. Everyone has the right of access to data which has been collected concerning him or her, and the right to have it rectified.
- Compliance with these rules shall be subject to control by an independent authority.

This means that every individual is entitled to have their personal information protected, used in a fair and legal way, and made available to them when they ask for a copy. If an individual feels that their personal information is wrong, they are entitled to ask for that information to be corrected.

Under the General Data Protection Regulation, (GDPR), data subjects whose data has been processed by the Housing Infrastructure Services Company are entitled to exercise these rights regarding their personal data.

You may request to exercise any of these rights free of charge by contacting [niall.morrissey@hisco.ie](mailto:niall.morrissey@hisco.ie)

In order to process one of the following requests, we will ask for you to provide a form of identification for verification purposes.

## The Right to be informed

The Housing Infrastructure Services Company will ensure that any processing of personal data will be lawful, fair, and transparent. The Company will also ensure that you are aware of the reasons why we require the personal data and what the Company intends to do with your personal data.

### The right to access

You are entitled to request a copy of any personal data the Housing Infrastructure Services Company may have collected about you for:

- The purposes of processing
- The categories/categorisation of the subject data concerned
- The recipients to whom the data has been distributed
- The retention or envisioned retention period of the subject data
- The source of the subject data

### The right to rectification

If you believe that any personal data, we hold on you is incorrect or incomplete you may request a correction or completion of this data. The right can be used in conjunction with the right to restrict processing to ensure that any inaccurate or incomplete data is not processed until corrected.

### The right to erasure

You may request erasure of any personal data we hold on you, without undue delay, in circumstances such as:

- The retention of the subject data is no longer necessary for the purposes It was collected or otherwise processed
- The data subject withdraws consent and no other legal grounds exist whereby the Housing Infrastructure Services Company may retain the data
- The subject exercises the right to object to the retention of the data and no other overriding legitimate grounds exist whereby the Housing Infrastructure Services Company may retain the information
- The personal data has been unlawfully processed
- Where you object to the processing and your personal data are being processed for direct marketing purposes
- The personal data must be erased for the purposes of compliance with an overriding legal obligation
- The personal data has been collected in relation to the offer of information society services to a child

### The right to restrict processing

As an alternative to the right to erasure, you may ask us to cease processing your data, but not erase it entirely where one of the following grounds apply:

- The accuracy of the data is contested
- Processing of the personal data is unlawful
- Personal data is no longer needed for processing, but is still required as part of a legal process
- The right to object has been successfully exercised and processing has been temporarily halted pending a decision on the status of the processing

### The right to data portability

In some circumstances, you may be entitled to obtain your personal data from the Housing Infrastructure Services Company in a format that makes it easier to reuse your information in another context, and to transmit this data to another data controller of your choosing without hindrance. This right can only be exercised when all of the following grounds apply:

- The processing was on the basis of consent
- The processing is by automated means, and
- The processing is for the fulfilment of a contractual obligation

### The right to object

You may exercise the right to object in instances where:

- Processing is based on either the performance of a public task or legitimate interest
- Processing is for direct marketing purposes
- Processing is for the purposes of scientific or historical purposes or
- Processing involves automated decision-making, including profiling

### How to exercise your rights

If you wish to exercise one of your data subjects rights outlined above, enquire about any of the information contained in this privacy notice or request further information, please do not hesitate to contact [niall.morrissey@hisco.ie](mailto:niall.morrissey@hisco.ie)

The Housing Infrastructure Services Company will respond to you as soon as possible and will aim to fulfil any exercise of your rights within one calendar

month. We reserve the right to refuse or charge an administration fee for the furthering of any of the above requests, if they are done so in a frivolous, vexatious or excessive manner. We will inform you if an administrative charge is being applied before fulfilling your request, so you can decide whether to proceed.

### Complaints

Should you wish to discuss a complaint, please contact Niall Morrissey CEO ([niall.morrissey@hisco.ie](mailto:niall.morrissey@hisco.ie)) or write to us at: Housing Infrastructure Services Company DAC., Glandore, City Quarter, Lapp's Quay, Cork T12 Y3ET

Alternatively, if you are dissatisfied with the Housing Infrastructure Services Company's response to your concern, under Article 77 of the GDPR you have the right to lodge a complaint directly with the Data Protection Commission. Under Article 80, you may authorise certain third parties to make a complaint on your behalf, (such as legal representation).

### What data does HISCo collect?

HISCo collects the following data:

- Personal identification information (Name, address, email address, phone numbers, date of birth, PPSN, Bank Details, critical health information for employees)
- Data required to analyse Infrastructure Projects

### How do we collect your data?

You directly provide HISCo with most of the data we collect. We collect data and process data when you:

- Contact HISCo via our Contacts Page on our website or send us information directly via email, post or any other method
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email
- Use or view our website via your browser's cookies
- Send us an invoice or other request for payment

### How will we use your data?

Our Company collects your data so that we can:

- Analyse your Infrastructure Project
- Process your application for employment
- Process payments to you or your company
- For legal and corporate governance reasons e.g. Revenue Commissioners, Company Registration Office

### How do we store your data?

HISCo securely stores your data either in a secure office environment at Glandore, City Quarter, Lapps Quay, Cork or on encrypted personal computers.

HISCo will only keep your data for as long as required to complete our business with you or for as long as required for legal purposes. Once this time period has expired, we will delete your data.

### Marketing

HISCo would like to send you information about our services.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop HISCo from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes please do not hesitate to contact Niall Morrissey CEO, (niall.morrissey@hisco.ie).

### What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technology.

### How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

#### [What types of cookies do we use?](#)

HISCo may use these cookies so that we recognise you on our website. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used. We may use these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address.

#### [How to manage cookies](#)

You can set your browser not to accept cookies.

#### [Privacy policies of other websites](#)

HISCo's website may contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

#### [Changes to our privacy policy](#)

Our Company keeps its privacy policy under regular review and places any updates on our website. This privacy policy was last updated on 29th July 2020.