

PASS Privacy Notice

Personal data

 Pathway Accommodation & Support System	PASS is the emergency bed management and client support information system for people experiencing homelessness in Ireland. It is utilised by all local authorities and every service provider who receives funding to deliver homeless services for you.
	The Government has made a law to protect information about you. This means that staff who have information about you will have to keep it private and protect it for you.
	Personal data is information about someone who is alive. This might include your: ● Name ● Date of Birth ● Gender
	It can also include: ● Information about you and your family if they too are accessing homeless services. ● Services you need to help you ● Health information and treatments you receive or need ● Previous addresses

Why we collect information about you

	We need to collect information about the services you have accessed and who has helped you.
	In order to give you the best possible assistance, sometimes the information is shared with other services that use PASS. They too must also follow the law about how to protect and handle your information.
	Sometimes we may have to share information about you to other groups : This includes An Garda Síochána, The Probation Service, Health Service Executive, Dept of Employment Affairs and Social Protection and TUSLA. It also includes the Irish Naturalisation and Immigration Service for the purposes of assessing eligibility and need for social housing supports, including support provided on the basis of homelessness.

This Law is called the General Data Protection Regulation (GDPR)

What does this law say?

Help Advice Support Assistance	The staff in homeless services in the council or the staff in the service that you are accessing must let you know why they are using information about you.
	They must only use this information for these purposes and nothing else.
	They must make sure that the information about you is correct. You have the right to amend incorrect information on your record.
	They must not keep the information about you for longer than is needed. Your PASS data is stored for 2 years after the last activity on your PASS record after which, it is then purged and anonymised.
	Anonymised data may be used for research and statistical purposes. All homeless statistics for the State are published by the Government on www.housing.gov.ie.

How do we keep information about you safe and secure?

	Only authorised staff have access to your information. Information about you that stored on the system is only available to those who are helping you.
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How do I get a copy of PASS information?

	You can request your information under the GDPR Law A subject access request (SAR) must be made in writing to: The Data Protection Officer in your relevant local authority. Contact your local council office for details.
	You must be able to verify your identity so that we ensure that your information is released to you.



LEGAL BASIS FOR COLLECTING YOUR INFORMATION

GDPR Data Protection Act	Article 6 EU GDPR “Lawfulness of processing” • Article 6(1) (b) • Article 6(1) (d) • Article 6(1) (e) & Article 9 EU GDPR “Processing of special categories of personal data” • Article 9(2) (g)
Housing Act, 1988	• Section 10(1)

If there a problem with how we have **stored** your PASS information contact:



An Coimisiún um
Chosaint Sonraí
Data Protection
Commission



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Webform: <https://forms.dataprotection.ie/contact>