

Causeway Coast and Glens Borough Council

To: Environmental Services Committee

3rd November 2015

INFORMATION SHARING PROTOCOL WITH THE LANDLORD REGISTRATION REGISTRAR

For Decision

1.0 Report to Council

Linkage to Corporate Plan	
Strategic Priority	Leader and Champion
Objective	Establishing relationships with strategic partners to deliver efficient services for our citizens
Lead Officer	Bryan Edgar
Cost: (If applicable)	None

1.1 Background

The Landlord Registration Scheme Regulations (Northern Ireland) 2014 came into force on the 25th February 2014. This requires all private landlords to register immediately prior to the letting of a new tenancy, or where there is an existing tenancy, to register within 12 months and Council is responsible for enforcement.

Regulation 9 The Landlord Registration Scheme Regulations (Northern Ireland) 2014 prescribes the nature of the data that must be shared between the Registrar and District Councils. An Information Sharing protocol has been developed to assist the sharing and disclosure of such information and ensure compliance with the Data Protection Act 1998 and was signed by each of the legacy Councils previously.

The purpose of the document (attached as appendix II) is to ensure there is a protocol for the sharing of certain personal data collected by the Registrar in its role as Data Controller of the Landlord Registration Scheme, where that personal data is needed for the purposes of enabling or assisting a council in the exercise of its functions under any provision of the Private Tenancies (Northern Ireland) Order 2006 and Article 54 of the Rent (Northern Ireland) Order 1978, as per The Landlord Registration Scheme Regulations (Northern Ireland) 2014.

The Landlord Registrar has requested that this be signed on behalf of Causeway Coast and Glens Borough Council and that those officers requiring access to the database be reconfirmed.

1.2 Recommendation

It is recommended that approval to sign up to the Information Sharing Protocol with the Landlord Registration Registrar on behalf of Council be given to the Chief Executive and that the Head of Service confirm those officers authorised to access the database.