Causeway Coast & Glens Borough Council

Title of Report:	**Data Sharing Agreement with Landlord Registration Scheme NI Team**
Committee Report Submitted To:	**Environmental Services Committee**
Date of Meeting:	**10th November 2026**
For Decision or For Information	**For Decision**
To be discussed In Committee	**No**

Linkage to Council Strategy (2026-31)	
Strategic Theme	Sustainability & Managing Our Natural & Built Environment
Outcome	Implementation of statutory responsibilities
Lead Officer	Head of Health & Built Environment

Estimated Timescale for Completion	
Date to be Completed	N/A

Budgetary Considerations	
Cost of Proposal	N/A
Included in Current Year Estimates	N/A
Capital/Revenue	N/A
Code	N/A
Staffing Costs	N/A

Legal Considerations	
Input of Legal Services Required	**NO**
Legal Opinion Obtained	**NO**

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	N/A	Date:
	EQIA Required and Completed:	N/A	Date:
Rural Needs Assessment (RNA)	Screening Completed	N/A	Date:
	RNA Required and Completed:	N/A	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	N/A	Date:
	DPIA Required and Completed:	N/A	Date:

1.0 Purpose of Report

1.1 The purpose of this report is to seek approval for a revised Data Sharing Agreement between the Landlord Registration Scheme NI Team and Causeway Coast and Glens Borough Council

2.0 Background

2.1 The functions of the Landlord Registration Scheme NI (LRSNI) transferred from the Department for Communities to Lisburn & Castlereagh City Council (LCCC) in March 2025.

2.2 Landlord registration is a statutory requirement for all landlords operating within the private rented sector in Northern Ireland. Landlords are required to register both their personal details and information relating to their rental properties. The Scheme is self-financing and does not require financial contributions from councils.

2.3 Although Lisburn & Castlereagh City Council was appointed by letter in October 2025, it had been anticipated that formal appointment through an amendment to *The Landlord Registration Scheme Regulations (Northern Ireland) 2014* would have been enacted by this stage. LCCC has been advised that these legislative changes are not expected to be made before March 2027.

2.4 As councils' enforcement teams are the primary users of the data held by the Registrar, particularly in relation to their duties under the *Private Tenancies (Northern Ireland) Order 2006*, a revised Data Sharing Agreement between the LRSNI team and each council is required. This will provide a robust governance framework for both LRSNI and councils and will give assurance to landlords regarding the access that may be provided to their data.

2.5 The new Data Sharing Agreement is attached at **Appendix 1**.

3.0 Recommendation

It is recommended that Council agrees to the Data Sharing Agreement with the Landlord Registration Scheme NI Team and grants approval to the Head of Health and Built Environment to sign the agreement on behalf of Council.

DATA SHARING AGREEMENT

IN RELATION TO THE SHARING OF DATA WITH DISTRICT COUNCILS UNDER THE

LANDLORD REGISTRATION SCHEME (NORTHERN IRELAND)

DATED: 31 October 2026

PARTIES:

(1) Lisburn and Castlereagh City Council of whose administrative address is at Civic Centre Lagan Valley Island, Lisburn BT27 4RL (the "**Registrar**"); and

(2) The councils listed in Schedule 1 (each a "**Recipient Council**" and together the "**Recipient Councils**").

(Each a "**Party**" and together the "**Parties**".)

BACKGROUND

(A) The Landlord Registration Scheme Regulations (Northern Ireland) 2014 (S.R. 2014 No. 9) as amended establish the Landlord Registration Scheme for Northern Ireland and provide for the registration of landlords who let relevant dwellings.

(B) The Registrar has been appointed by the Department for Communities by way of letter of appointment dated 23 October 2025. In accordance with this letter of appointment, the Registrar shall establish and maintain the register of landlords and to operate the registration system on behalf of the eleven district councils in Northern Ireland.

(C) Regulation 6 of the Regulations requires the Registrar to operate a system that allows for the disclosure of information to the persons specified in regulation 9, which includes district councils for the purpose of enabling or assisting them to exercise their functions under the Private Tenancies (Northern Ireland) Order 2006 and Article 54 of the Rent (Northern Ireland) Order 1978.

(D) The Parties wish to establish a formal framework for the sharing of personal data held by the Registrar under the Regulations to Recipient Councils for the purposes permitted by regulation 9, in compliance with the UK General Data Protection Regulation, the Data Protection Act 2018 and applicable data protection legislation.

(E) This Agreement sets out the terms on which the Registrar will share personal data with the Recipient Councils and the obligations of each Party in respect of such data.

AGREED TERMS

1 **DEFINITIONS AND INTERPRETATION**

1.1 In this Agreement, unless the context otherwise requires:

"**Authorised Officer**" means an officer of a Recipient Council who has been authorised in writing by that Recipient Council for the purposes of regulation 9 of the Regulations and in accordance with clause 5 of this Agreement.

"**Data Protection Law**" means the UK General Data Protection Regulation (as defined in section 3(10) of the Data Protection Act 2018), the Data Protection Act 2018, the Data (Use and Access) Act 2025 and any other applicable law relating to the processing of personal data and privacy, as amended or replaced from time to time.

"**Data Subject**" means an identified or identifiable natural person whose personal data is processed under this Agreement.

"**Non-Public Data**" means personal data held by the Registrar in connection with the Register which is not included in the Public Register, including without limitation the information specified in Schedule 1 of the Regulations (as required by regulation 1) but excluded from Schedule 2.

"**Personal Data Breach**" means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Shared Data.

"**Public Register**" means the register of landlords maintained by the Registrar in accordance with regulation 6 and Schedule 2 of the Regulations, which is made available to the public.

"**Recipient Council**" means a district council in Northern Ireland that is a party to this Agreement and receives Shared Data from the Registrar under this Agreement.

"**Register**" means the register of landlords established and maintained by the Registrar in accordance with regulation 6 of the Regulations.

"**Registrar**" means Lisburn and Castlereagh City Council in its capacity as the person appointed by the Department to establish and maintain the Register and operate the registration system pursuant to the Regulations.

"**Regulations**" means the Landlord Registration Scheme Regulations (Northern Ireland) 2014 (S.R. 2014 No. 9) as amended, extended, consolidated, re-enacted or replaced from time to time.

"**Shared Data**" means the Non-Public Data disclosed by the Registrar to a Recipient Council under this Agreement in accordance with regulation 9 of the Regulations.

"**Statutory Purposes**" means the purposes of enabling or assisting a Recipient Council to exercise its functions under the provisions of the Private Tenancies (Northern Ireland) Order 2006 and Article 54 of the Rent (Northern Ireland) Order 1978, as specified in regulation 9(a) of the Regulations.

1.2 References to "**processing**" and cognate terms shall have the meaning given in Data Protection Law.

1.3 References to any statute, statutory provision or regulation include any amendment, extension, consolidation or re-enactment thereof.

2 STATUS OF THE PARTIES

2.1 The Registrar and each Recipient Council are independent controllers in respect of the Shared Data. The Registrar is the controller in respect of the collection, storage and maintenance of personal data in the Register and the disclosure of Shared Data under regulation 9. Each Recipient Council is the controller in respect of its receipt, use and processing of the Shared Data for the Statutory Purposes.

2.2 Nothing in this Agreement shall constitute the Parties as joint controllers in respect of the Shared Data, and no Party shall process Shared Data as a processor on behalf of any other Party.

2.3 Each Party shall comply with its obligations as a controller under Data Protection Law in respect of its processing of the Shared Data.

3 LEGAL BASIS FOR SHARING

3.1 The Parties acknowledge that the lawful basis for the sharing of Shared Data under this Agreement is the performance of a task carried out in the public interest or in the exercise of official authority vested in the Registrar and each Recipient Council pursuant to the Regulations.

3.2 Regulation 9 of the Regulations provides the statutory gateway for disclosure, requiring that information held by the Registrar and not included in the Public Register shall, on request from an Authorised Officer, be disclosed to a district council for the Statutory Purposes.

3.3 The Parties shall ensure that any processing of Shared Data is necessary for and proportionate to the Statutory Purposes and that any further processing is compatible with those purposes.

4 SCOPE OF DATA SHARING

4.1 The Registrar shall disclose Shared Data to a Recipient Council only:

4.1.1 in response to a request from an Authorised Officer of that Recipient Council;

4.1.2 where the Authorised Officer has identified the applicable Statutory Purposes for the disclosure by selecting the relevant Statutory Purpose from the drop-down menu made available for that purpose on the secure portal; and

4.1.3 where the request, including any request for the Registrar to undertake a search of the register for information, is made in accordance with the Information Sharing Protocol at Schedule 3.

4.2 The categories of Shared Data which may be disclosed under this Agreement are set out in Schedule 2. These categories reflect the information required to be provided by landlords under regulation 3 and Schedule 1 of the Regulations which is not included in the Public Register.

4.3 The Registrar shall not disclose any Shared Data beyond what is necessary for the relevant Statutory Purpose specified in the request and shall apply data minimisation principles when responding to requests.

4.4 For the avoidance of doubt, information included in the Public Register (as specified in Schedule 2 of the Regulations) is publicly available and may be accessed by any person without the need for a request under this Agreement.

5 AUTHORISED OFFICERS

5.1 Each Recipient Council shall appoint Authorised Officers for the purposes of this Agreement and shall ensure that each such appointment is made in writing in accordance with the template set out in Schedule 4.

5.2 Each Recipient Council shall maintain a register of its Authorised Officers and shall provide to the Registrar:

5.2.1 an initial list of Authorised Officers within fourteen (14) days of the Commencement Date; and

5.2.2 updates to that list within seven (7) days of any appointment or revocation of an Authorised Officer.

5.3 The Registrar shall be entitled to conduct an annual review of each Recipient Council's register of its Authorised Officers.

5.3.1 Each Recipient Council shall, within seven (7) days of receipt of the annual review, confirm in writing to the Registrar that the annual review of its Authorised Officers is correct.

5.4 Only Authorised Officers may request or receive Shared Data from the Registrar under this Agreement.

5.5 Each Recipient Council shall ensure that its Authorised Officers:

5.5.1 are trained in the requirements of this Agreement, the Regulations and Data Protection Law;

5.5.2 understand the Statutory Purposes for which Shared Data may be used and the prohibition on collateral use;

5.5.3 comply with the Information Sharing Protocol at Schedule 3; and

5.5.4 maintain the confidentiality and security of all Shared Data.

5.6 Each Recipient Council shall promptly revoke the authorisation of any Authorised Officer who ceases to require access to Shared Data for the Statutory Purposes or who breaches any term of this Agreement, and shall notify the Registrar of such revocation within seven (7) days.

6 OBLIGATIONS OF THE REGISTRAR

6.1 The Registrar shall:

6.1.1 operate a registration system that allows for the disclosure of Shared Data to Authorised Officers of Recipient Councils in accordance with regulation 6 of the Regulations;

6.1.2 implement appropriate technical and organisational measures to ensure the security and integrity of the Register and any Shared Data, including role-based access controls, encryption and secure transmission channels;

6.1.3 maintain audit logs of all disclosures of Shared Data, including the identity of the Authorised Officer, the date and time of disclosure, the categories of data disclosed and the Statutory Purpose specified;

6.1.4 respond to requests for Shared Data in a timely manner, having verified that the request is made by an Authorised Officer and for a Statutory Purpose;

6.1.5 ensure the accuracy of the data held in the Register, including by implementing procedures for landlords to update their information; and

6.1.6 provide guidance to Recipient Councils on the operation of the registration system and the procedures for requesting Shared Data.

7 OBLIGATIONS OF RECIPIENT COUNCILS

7.1 Each Recipient Council shall:

7.1.1 process Shared Data only for the Statutory Purposes and not for any collateral or incompatible purpose;

7.1.2 ensure that Shared Data is accessed only by Authorised Officers who require access for the Statutory Purposes, and that such personnel are bound by appropriate confidentiality obligations;

7.1.3 implement appropriate technical and organisational measures to protect the security and confidentiality of Shared Data;

7.1.4 not disclose Shared Data to any third party except where such disclosure is required by law or is necessary for and compatible with the Statutory Purposes;

7.1.5 ensure that Shared Data is accurate and, where necessary, kept up to date for the purposes for which it is processed;

7.1.6 retain Shared Data only for as long as necessary for the Statutory Purposes and in accordance with its records retention policy, and securely delete or destroy Shared Data when it is no longer required; and

7.1.7 maintain records of its processing of Shared Data as required by Data Protection Law.

8 DATA SUBJECT RIGHTS

8.1 Each Party shall be responsible for responding to requests from Data Subjects to exercise their rights under Data Protection Law in respect of the personal data for which that Party is the controller.

8.2 Where a Party receives a request from a Data Subject that relates (in whole or in part) to personal data held by another Party, it shall:

8.2.1 in the case of a request received by a Recipient Council, notify the Registrar within five (5) working days of receipt of the request;

8.2.2 provide reasonable assistance to the other Party in responding to the request; and

8.2.3 not disclose any personal data held by the other Party without that Party's prior consent, except where required by law.

8.3 The Registrar shall include in any privacy notice provided to landlords' information about the potential disclosure of their personal data to Recipient Councils under regulation 9 for the Statutory Purposes.

9 PERSONAL DATA BREACHES

9.1 Each Party shall notify the other Parties without undue delay upon becoming aware of a Personal Data Breach affecting Shared Data.

9.2 The notification under clause 9.1 shall include, to the extent known:

9.2.1 a description of the nature of the Personal Data Breach, including the categories and approximate number of Data Subjects and records concerned;

9.2.2 the likely consequences of the Personal Data Breach; and

9.2.3 the measures taken or proposed to be taken to address the Personal Data Breach.

9.3 Each Party shall be responsible for:

9.3.1 notifying the Information Commissioner's Office where required by Data Protection Law in respect of any Personal Data Breach for which it is the controller; and

9.3.2 notifying affected Data Subjects where required by Data Protection Law.

9.4 The Parties shall co-operate in good faith to investigate and remediate any Personal Data Breach affecting Shared Data.

10 SECURITY

10.1 As required by Article 32 of UK GDPR, each Party shall implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk of processing Shared Data, including, as appropriate:

10.1.1 the pseudonymisation and encryption of personal data;

10.1.2 the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;

10.1.3 the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident; and

10.1.4 a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures.

10.2 The Registrar shall ensure that access to the Register and to Non-Public Data is controlled through secure authentication, role-based access permissions and audit logging.

10.3 Each Recipient Council shall ensure that Shared Data is stored securely and is accessible only to personnel who require access for the Statutory Purposes.

11 RECORDS AND AUDIT

11.1 Each Party shall maintain records of its processing activities under this Agreement as required by Article 30 of the UK GDPR.

11.2 The Registrar shall maintain a log of all disclosures of Shared Data under this Agreement, which shall be retained in line with the retention and deletion periods detailed in Lisburn & Castlereagh City's Council's Retention and Disposal Policy.

11.3 Each Recipient Council shall maintain records of the Shared Data it has received, the Statutory Purposes for which it was used and its subsequent retention or deletion. Such records shall be maintained in line with the retention and deletion periods agreed between each Recipient Council and the Registrar.

11.4 Each Party shall, upon reasonable notice, provide to any other Party such information as is reasonably required to demonstrate compliance with this Agreement and Data Protection Law.

12 REVIEW AND VARIATION

12.1 The Parties shall review this Agreement at least annually to ensure that it remains fit for purpose and compliant with Data Protection Law and the Regulations.

12.2 This Agreement may be varied only by written agreement signed by all Parties or their authorised representatives.

13 TERM AND TERMINATION

13.1 This Agreement shall commence per the date above and shall continue in force until terminated in accordance with this clause 13.

13.2 Any Party may terminate its participation in this Agreement by giving not less than three (3) months' written notice to the other Parties.

13.3 This Agreement may be terminated immediately by agreement of all Parties.

13.4 Upon termination of a Recipient Council's participation in this Agreement:

13.4.1 the Registrar shall cease to disclose Shared Data to that Recipient Council; and

13.4.2 that Recipient Council shall, subject to any legal obligation to retain records, securely delete or destroy all Shared Data in its possession or control, and shall confirm such deletion or destruction in writing to the Registrar within thirty (30) days of termination.

13.4.3 Clauses 7, 8, 9, 10, 11 and 15 shall survive termination of this Agreement.

14 **GENERAL**

14.1 This Agreement constitutes the entire agreement between the Parties in relation to its subject matter and supersedes all previous agreements and understandings between the Parties relating to its subject matter.

14.2 Each Party shall bear its own costs in connection with the negotiation, preparation and performance of this Agreement.

14.3 No failure or delay by any Party in exercising any right under this Agreement shall operate as a waiver of that right.

14.4 If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

14.5 Nothing in this Agreement shall create any rights enforceable by any person who is not a Party to this Agreement.

15 **GOVERNING LAW AND JURISDICTION**

15.1 This Agreement shall be governed by and construed in accordance with the laws of Northern Ireland.

15.2 The Parties submit to the exclusive jurisdiction of the courts of Northern Ireland in relation to any dispute arising out of or in connection with this Agreement.

EXECUTED as an agreement on the date first written above.

SCHEDULE 1

RECIPIENT COUNCILS

No.	Council Name	Address	Primary Contact Name, Title and Email Address
1	Antrim and Newtownabbey Borough Council	Mossley Mill, Carnmoney Road North, Newtownabbey, BT36 5QA	Colin Kelly, Head of Environmental Health and Wellbeing, Colin.Kelly@antrimandnewtownabbey.gov.uk
2	Ards and North Down Borough Council	2 Church Street, Newtownards, BT23 4AP	Gareth Kinnear, Head of Environmental Health and Regulatory Services, Gareth.Kinnear@ardsandnorthdown.gov.uk
3	Armagh City, Banbridge and Craigavon Borough Council	Craigavon Civic and Conference Centre, Lakeview Road, Craigavon, BT64 1AL	Gillian Topping, Head of Department: Environmental Health, Regulatory Services, Facilities & Assets Directorate, Gillian.topping@armaghbanbridgecraigavon.gov.uk
4	Belfast City Council	Cecil Ward Building, 4-10 Linenhall Street, Belfast, BT2 8BP	David Cuthbert, CuthbertD@BelfastCity.gov.uk and Vivienne Donnelly donnellyv@belfastcity.gov.uk City Protection Manager
5	Causeway Coast and Glens Borough Council	Cloonavin, 66 Portstewart Road, Coleraine, BT52 1EY	Sharon McAfee, Head of Health & Built Environment, sharon.mcafee@causewaycoastandglens.gov.uk
6	Derry City and Strabane District Council	47 Derry Road, Strabane. BT82 8DY	Seamus Donaghy, Head of Health and Community Wellbeing, seamus.donaghy@derrystrabane.com
7	Fermanagh and Omagh District Council	The Grange, Mountjoy Road, Lisnamallard, Omagh, BT79 7BL	Emily Latimer, Head of Regulatory Services, emily.latimer@fermanaghomagh.com
8	Lisburn & Castlereagh City Council	Civic Headquarters Lagan Valley Island, Lisburn, Co. Antrim, BT27 4RL	Richard Harvey, Head of Service | Environmental Health, Risk and Emergency Planning Service Unit richard.harvey@lisburncastlereagh.gov.uk
9	Mid and East Antrim Borough Council	Ardeevin, 80 Galgorm Road, Ballymena, BT42 1AB	Clement Kennedy, Environmental Health Manager, Clement.Kennedy@midandeastantrim.gov.uk
10	Mid Ulster District Council	Circular Road, Dungannon, BT71 6DT	Melanie Patterson, Environmental Health Service Manager, melanie.patterson@midulstercouncil.org
11	Newry, Mourne and Down District Council	8 Hospital Road, Newry, BT35 8EU	Sinead Trainor, Assistant Director: Environment, Sinead.trainor@nmandd.org

SCHEDULE 2

CATEGORIES OF SHARED DATA

The following categories of personal data may be shared by the Registrar with Recipient Councils under this Agreement, in accordance with regulation 9 of the Regulations. These categories reflect the information provided by landlords under regulation 3 and Schedule 1 of the Regulations which is not included in the Public Register (Schedule 2).

Category	Description	Source
Landlord Identity	Full name of the landlord (where the landlord is a natural person)	Schedule 1, para 1. (a)
Landlord Address	Address of the landlord (where the landlord is a natural person)	Schedule 1, para 1. (d)
Landlord Contact Details	Telephone number (including mobile), fax number and email address of the landlord	Schedule 1, para 1. (d)
Landlord Date of Birth	Date of birth of the landlord (where the landlord is a natural person)	Schedule 1, para 1. (f)
Company Information	Where the landlord is a company, the company registration number of the landlord	Schedule 1, para 1. (h)
Property Details	Address of each dwelling let by the landlord	Schedule 1, para 1. (c)
Agent Information	Where an agent is appointed: name, address, telephone number, fax number and email address (to the extent not included in the Public Register)	Schedule 1, para 1. (b)

For the avoidance of doubt, the following information is included in the Public Register and is publicly available:

Category	Description	Source
Landlord Names	Names of each registered landlord	Schedule 2, para 1. (a)
Registration Numbers	Registration numbers of each registered landlord	Schedule 2, para 1. (b)
Agent Contact Details	Full name and contact details of any agent appointed by a registered landlord	Schedule 2, para 1. (c)

SCHEDULE 3

INFORMATION SHARING PROTOCOL

1 PURPOSE

1.1 This Information Sharing Protocol (the "**Protocol**") sets out the operational procedures for requesting, disclosing and using Shared Data under the Data Sharing Agreement to which this Protocol is annexed.

1.2 All requests for Shared Data and all disclosures of Shared Data shall be made in accordance with this Protocol.

2 REQUESTING SHARED DATA

2.1 Requests for Shared Data may only be made by an Authorised Officer of a Recipient Council.

2.2 Requests shall be submitted via:

2.2.1 the secure portal maintained by the Registrar; or

2.2.2 where the portal is unavailable or where more data is required to adhere to and comply with Statutory Purposes, by email to landlordregistrationni@lisburncastlereagh.gov.uk. Each request submitted through the secure portal maintained by the Registrar shall require the Authorised Officer to select the reason for the request from a list of options made available in a drop-down menu. Where the Authorised Officer selects “other”, they must provide a legitimate reason for the request. Any such request shall be subject to review by the Registrar before any Shared Data is disclosed to the relevant Authorised Officer, to ensure that the proposed disclosure is in accordance with Clause 3 of this Agreement.

2.3 Each emailed request shall include:

2.3.1 the name and contact details of the Authorised Officer making the request;

2.3.2 confirmation of the Authorised Officer's current authorisation status;

2.3.3 the specific categories of Shared Data requested;

2.3.4 the identity of the landlord(s) or property/properties to which the request relates;

2.3.5 the Statutory Purpose for which the Shared Data is required, specifying the relevant provision of the Private Tenancies (Northern Ireland) Order 2006 or Article 54 of the Rent (Northern Ireland) Order 1978; and

2.3.6 a declaration that the request is made for the Statutory Purpose specified and that the Shared Data will be processed in accordance with the Data Sharing Agreement and Data Protection Law.

2.4 The Registrar shall verify that the emailed request is made by a current Authorised Officer listed on the relevant Recipient Council's register of Authorised Officers before processing the request.

3 DISCLOSURE OF SHARED DATA

3.1 For all emailed requests, the Registrar shall respond to valid requests within five (5) working days of receipt, or such shorter period as may be agreed for urgent enforcement matters.

3.2 For all requests made via the secure portal, provided that the information requested is available, the Authorised Officer will receive the requested information immediately. In the event that the requested

information is not available, the Authorised Officer should contact the Registrar at landlordregistrationni@lisburncastlereagh.gov.uk to discuss the request further.

3.3 Shared Data shall be disclosed only through the secure portal or by email. Shared Data shall not be transmitted by unencrypted email, post or other insecure means.

3.4 The Registrar shall apply data minimisation principles and shall disclose only the Shared Data that is necessary for the Statutory Purpose specified in the request.

3.5 Each emailed disclosure shall be logged by the Registrar, while disclosures made via the secure portal shall be automatically logged, recording:

3.5.1 the date and time of disclosure;

3.5.2 the identity of the Authorised Officer to whom disclosure was made;

3.5.3 the categories of Shared Data disclosed;

3.5.4 the Statutory Purpose specified; and

4 USE OF SHARED DATA

4.1 Shared Data shall be used only for the Statutory Purpose specified in the request. Use for any other purpose is prohibited unless:

4.1.1 such use is required by law; or

4.1.2 such use is compatible with the original Statutory Purpose and is necessary for the exercise of the Recipient Council's functions under the relevant housing legislation.

4.2 Shared Data shall be accessed only by:

4.2.1 the Authorised Officer who made the request; and

4.2.2 other personnel of the Recipient Council who require access for the Statutory Purpose and who are bound by appropriate confidentiality obligations.

4.3 Shared Data shall not be disclosed to any third party except where such disclosure is required by law or is necessary for and compatible with the Statutory Purpose.

4.4 Shared Data shall be stored securely and separately from other council data where practicable, with access limited to those who require it for the Statutory Purpose.

5 RETENTION AND DELETION

5.1 Shared Data shall be retained only for as long as necessary for the Statutory Purpose for which it was obtained.

5.2 Where the Statutory Purpose has been fulfilled or the Shared Data is no longer required, it shall be securely deleted or destroyed within ninety (90) days.

5.3 Each Recipient Council shall maintain a record of the retention period applied to Shared Data and the date of its deletion or destruction.

6 ACCURACY

6.1 Authorised Officers shall take reasonable steps to verify the accuracy of Shared Data before relying on it for enforcement purposes.

6.2 Where an Authorised Officer becomes aware that Shared Data is inaccurate or out of date, they shall notify the Registrar promptly to enable the Register to be updated.

7 SECURITY INCIDENTS

7.1 Any actual or suspected Personal Data Breach affecting Shared Data shall be reported immediately to the Recipient Council's Data Protection Officer and to the Registrar's designated contact at dataprotection@lisburncastlereagh.gov.uk.

7.2 The reporting officer shall provide all available information about the incident, including the nature of the data affected, the circumstances of the breach and any remedial action taken.

8 TRAINING AND AWARENESS

8.1 Each Recipient Council shall ensure that all Authorised Officers receive training on this Protocol, the Data Sharing Agreement, the Regulations and Data Protection Law before being granted access to Shared Data.

8.2 Refresher training shall be provided at least annually.

9 REVIEW

9.1 This Protocol shall be reviewed annually by the Parties or more frequently if required by changes to the Regulations or Data Protection Law.

SCHEDULE 4

AUTHORISED OFFICER AUTHORISATION TEMPLATE

AUTHORISATION OF AUTHORISED OFFICER

LANDLORD REGISTRATION SCHEME (NORTHERN IRELAND)

Pursuant to regulation 9 of the Landlord Registration Scheme Regulations (Northern Ireland) 2014 and the Data Sharing Agreement dated 31 October 2026

RECIPIENT COUNCIL: Causeway Coast & Glens Borough Council

AUTHORISATION BY AUTHORISING OFFICER:

I confirm that I am authorised to make this appointment on behalf of Causeway Coast & Glens Borough Council and that the above-named officer requires access to Shared Data for the Statutory Purposes in the course of their duties.

Full Name	Signature	Date

DETAILS OF AUTHORISED OFFICERS:

Full Name	Job Title	Department	Contact Email

This information can be completed using this digital form **-** Approval by Head of Service - LRSNI DATA SHARING AGREEMENT (Schedule 4) – Fill in form

STATUTORY PURPOSES:

The above-named officers are hereby authorised to request and receive information held by the Registrar and not included in the Public Register for the purpose of enabling or assisting Causeway Coast & Glens Borough Council to exercise its functions under:

(a) the provisions of the Private Tenancies (Northern Ireland) Order 2006; and

(b) Article 54 of the Rent (Northern Ireland) Order 1978,

as permitted by regulation 9(a) of the Landlord Registration Scheme Regulations (Northern Ireland) 2014.

CONDITIONS OF AUTHORISATION:

The Authorised Officer shall:

1 Process all Shared Data received from the Registrar only for the Statutory Purposes specified above.

2 Comply with the Data Sharing Agreement dated 31 October 2026, the Information Sharing Protocol annexed thereto, and all applicable Data Protection Law.

3 Maintain the confidentiality and security of all Shared Data and not disclose it to any unauthorised person.

4 Not use Shared Data for any collateral or incompatible purpose.

5 Complete all required training before accessing Shared Data and attend annual refresher training.

6 Report immediately any actual or suspected Personal Data Breach to the Council's Data Protection Officer and to the Registrar.

7 Notify the Authorising Officer if they cease to require access to Shared Data for the Statutory Purposes.

PERIOD OF AUTHORISATION:

This authorisation shall take effect on 1 November 2026 and shall remain in force until:

(a) revoked in writing by the Authorising Officer;

(b) until the Authorised Officer ceases to hold a role requiring access to Shared Data for the Statutory Purposes; or

(c) until otherwise amended or replaced following the annual review of Authorised Officers carried out by each Recipient Council. Each Recipient Council shall ensure that the list of Authorised Officers is reviewed at least annually by that council prior to being sent to LRSNI for action.

DECLARATION BY AUTHORISED OFFICER:

I confirm that I have read and understood the Data Sharing Agreement, the Information Sharing Protocol and the conditions of this authorisation. I agree to comply with all requirements set out therein and to process Shared Data only for the Statutory Purposes.

This information can be completed using this digital form - Declaration of Authorised Officers requesting access to Landlord Registration Scheme NI – Fill in form

Signature:	_____
Print Name:	[●]
Contact Number	
Date:	[●]

RECORD OF AUTHORISATION:

Date of Authorisation	Authorised By	Date Change Made
[●]	[●]	[●]

REVOCATION (to be completed when authorisation is revoked):

Date of Revocation	Reason for Revocation	Revoked By	Date Change Made
[●]	[●]	[●]	[●]