



[ACCOM1]

## Declaration of Suitable Accommodation for Family Members Form (Non-EEA Family Reunification Policy)

### Who is this form for?

You should complete Sections 1 and 2 of this form if:

- You are the landlord of a person who is applying, under the Non-EEA Family Reunification Policy, to sponsor their non-EEA family members to join them in Ireland (henceforth “the landlord”); and
- In the event that the application for family reunification is successful, you will allow that person (henceforth “the applicant”) and their family members to reside at your rental property.

**Only after** the landlord has completed Sections 1 and 2, you should complete Section 3 if:

- You are the applicant under the Non-EEA Family Reunification Policy and you wish to confirm the details provided by your landlord regarding your private accommodation.

### Where to send your completed form

- The landlord must return the form (with Sections 1 and 2 completed), or a scanned copy thereof, to the applicant so that they can attach it to their application.
- The applicant must return the form (with all Sections completed) as instructed by the relevant decision-making centre.
- All sections must be complete at the time of submission. Incomplete application forms will not be processed and will be returned.



## Privacy Notice

### ***Introduction***

1. The data you provide is collected by Immigration Service Delivery (ISD), a part of the Department of Justice, Home Affairs and Migration. The data controller for the information you provide is the Department of Justice, Home Affairs and Migration. The data controller's contact details are:

Join Family Unit,  
Immigration Service Delivery,  
The Department of Justice, Home Affairs and Migration,  
13/14 Burgh Quay,  
Dublin 2.

[www.irishimmigration.ie/contact-immigration-service-delivery/](http://www.irishimmigration.ie/contact-immigration-service-delivery/)

### ***How will your personal data be used?***

2. If you are the landlord, we will use the personal data you provide in this form for the following purposes:
  - Verify whether the applicant can provide suitable accommodation for their family member(s) as part of a family reunification application.
3. If you are the applicant, we will use the personal data you provide in this form for the following purposes:
  - Verify whether you can provide suitable accommodation for your family member(s) as part of a family reunification application.
  - We may also use the personal data you provide in this form and in associated correspondence as part of any future considerations regarding your immigration or citizenship status.

### ***Legal Basis for processing your Personal Data***

4. Our legal basis for collecting and processing this data is as follows:
  - Article 6(1)(e) of the General Data Protection Regulation,

- The Minister is administering the Non-EEA Family Reunification Policy, the details and requirements of which are set out on the Department Website. The scheme has been established by the Minister for Justice, Home Affairs and Migration in the exercise of the executive power of the State in relation to *immigration*, vested in the Government by the Constitution.

### ***Further Processing of your Personal Data***

5. Where it is necessary and proportionate to do so, in accordance with the Data Protection Act 2018 and the GDPR, further personal data may be requested or received from/provided to other Public Authorities/competent authorities/international organisations for the purpose of:
  - a. Verification of data received under the Policy Document on Non-EEA Family Reunification;
  - b. Section 8 of the Immigration Act 2003.
6. We may also process your personal data for research or statistical purposes as allowed under the Data Protection Act 2018 and the GDPR.

### ***Contact for Queries***

7. The contact for any queries in relation to this form is as per Section 1 above.

### ***How long will Personal Data be retained?***

8. This data will be stored in accordance with the requirements of the National Archives Act 1986.

### ***How to Request a copy of your Personal Data***

9. You can request a copy of your personal data by completing Subject Access Request (SAR) form, available at:
  - <https://www.gov.ie/en/department-of-justice-home-affairs-and-migration/policy-information/data-protection/>, or
  - From the Data Protection Support and Compliance Office (DPSCO) at the address below.

Forward the completed form by email to [subjectaccessrequests@justice.ie](mailto:subjectaccessrequests@justice.ie) or by post to the DoJ Data Protection Officer at the address below. You will be required to verify your identity before the data can be forwarded to you. The time limit for responding to a SAR commences once your identity has been verified.



### ***Your Rights in Relation to your Personal Data***

10. You have the right to rectify any inaccuracies in your data. To do this you should write to Immigration Service Delivery, at the address listed above, documenting the inaccuracies which need to be rectified. The right to rectification is not absolute and each request will be considered on its own merits.
  
11. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on the processing of your data as well as the right to object to the processing of your data. The right to erasure, restriction or objection is not absolute and each request will be considered on its own merits
  
12. You have the right to lodge a complaint with the Data Protection Commission (DPC). You can contact the DPC by webforms on their website [www.dataprotection.ie](http://www.dataprotection.ie) or by post to:

6 Pembroke Row, Dublin 2, D02 X963 Ireland

Further details in relation to your data protection rights can be found in the Department of Justice, Home Affairs and Migration Data Protection Policy.

### ***Contact the DPO***

13. You can contact the Data Protection Officer (DPO) for the Department of Justice, Home Affairs and Migration by post to:

Data Protection Support and Compliance Office,  
The Department of Justice, Home Affairs and Migration,  
51 St. Stephen's Green,  
Dublin 2.

Or by Email – [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie)



## Section 1. Landlord's Declaration (to be filled out by the landlord)

**A. Applicant's full name:**


**B. Landlord's full name:**


**C. Landlord's Address:**


**D. Landlord's Phone number:**

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**E. Landlord's Email address:**


I agree to allow the below family members to reside at the property with the applicant if their application for family reunification is successful (please tick all categories that apply, and circle the relevant number of family members):

spouse / civil partner / de facto partner

minor children:    1       2       3       4       5       6       7       8+

dependent adult relatives:    1       2       3+



Is the applicant renting the property listed in Section 2 from you in its entirety, with no other person renting or otherwise legally occupying any room or part of that property? **(NB: this is only a requirement if there are minor children included in the family reunification application).**

Yes

No

(Please circle whichever applies).

I hereby declare that all information contained in this form, including the details of the property provided in Section 2 and my contact details provided above, is true, accurate and up-to-date.

I agree that Immigration Service Delivery (ISD) may contact me to confirm any information I have provided.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





### Section 3. Applicant's Declaration (to be filled out by the applicant)

**A.** Applicant's full name:


**B.** Landlord's full name:


I, \_\_\_\_\_ (applicant's full name), hereby declare that all information contained in this form, including the details of the property provided in Section 2 and the landlord's contact details provided in Section 1, is true, accurate and up-to-date.

I agree that Immigration Service Delivery (ISD) may contact me to confirm any information I have provided.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_