

# Personal Data Privacy Notice

## Consultations

**Data Controller:** Department of Education (DE)

**Address:** Rathgael House, Balloo Road, Rathgill, Bangor, BT19 7PR

**Email:** [Dale.Heaney@education-ni.gov.uk](mailto:Dale.Heaney@education-ni.gov.uk)

**Telephone:** 028 9127 9402

**Data Protection Officer:** Alan Macdonald

**Telephone:** 028 91 279788

**Email:** [dataprotectionofficer@education-ni.gov.uk](mailto:dataprotectionofficer@education-ni.gov.uk)

This Privacy Notice explains your rights and gives you information you are entitled to under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (DPA). It only refers to your personal data (your name, address and anything that could be used to identify you personally) and not the content of your response to this consultation.

### Why we collect your personal data

We collect your personal data, provided in response to consultations, for statistical purposes or in case we need to contact you about your response for some reason.

We will publish a summary of the consultation responses and in some cases, the responses themselves but these will not contain any personal data. We will not publish the names or contact details of respondents, but will include the names of organisations responding.

### Our legal basis for processing your personal data

UK GDPR Article 6(1)(e) states that a government department, such as DE, may process personal data as necessary for the effective performance of a task carried out in the public interest, i.e. a public consultation.

DE will only process any Special Category personal data you provide, which reveals racial or ethnic origin, political opinions, religious belief, health or sexual life/orientation, when it is necessary for reasons of substantial public interest under UK GDPR Article 9(2)(g), in the exercise of the functions of the Department and Data Protection Act (2018) Schedule 1 (Part 2 (6)) - Statutory etc and government purposes, including informing relevant statistics.

## **How your personal data may be used or shared?**

DE will only process or share your personal data for the above stated purposes. Any requests from a third party for us to share your personal data with them, under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 for instance, will be dealt with in accordance with data protection legislation, to protect your identity.

If you want the information that you provide to be treated as confidential please tell us but be aware that we cannot guarantee confidentiality in all circumstances.

## **How long will we keep your information?**

DE will retain your consultation response information, including your personal data, until our work on the subject matter of the consultation is complete, in line with the Department's Retention and Disposal Schedule.

## **What are your rights?**

**The personal data you give us belongs to you and you have considerable say over what happens to it. You have the right:**

- to see what data we have about you;
- to ask us to stop using your data, but keep it on record;
- to have all or some of your data deleted or corrected;
- to lodge a complaint with the independent Information Commissioner's Office (ICO), if you think we are not handling your data fairly or in accordance with the law.

## **How to complain.**

If you're unhappy with the way we have handled your personal data please contact the Department's Data Protection Officer using the details above or you can raise a complaint with the ICO at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
[casework@ico.org.uk](mailto:casework@ico.org.uk)  
0303 123 1113