

## **Privacy Notice – Feedback Survey (DfC) – Building Successful Communities Programme, Housing Investment Branch.**

Data Controller Name: Department for Communities (DfC))

Address: Causeway Exchange, 1-7 Bedford Street, BELFAST, BT2 7EG

Email: [buildingsuccessfulcommunities@communities-ni.gov.uk](mailto:buildingsuccessfulcommunities@communities-ni.gov.uk)

Telephone: 02890 515233

Data Protection Officer Name: Karen McMullan

Telephone: 02890829200

Email: [DPO@Communities-ni.gov.uk](mailto:DPO@Communities-ni.gov.uk)

Being transparent and providing accessible information to individuals about how we may use personal data is a key element of the [Data Protection Act \(DPA\)](#) and the [UK General Data Protection Regulation](#) (UKGDPR). The Department for Communities (DfC) is committed to building trust and confidence in our ability to process your personal information and protect your privacy.

### **Purpose for processing**

We will process any personal data provided by you in response to the BSC Programme Review feedback survey for the purpose of informing the development of our policy, guidance, or other regulatory work in the subject area of the request for views.

### **Lawful basis for processing**

The lawful basis we are relying on to process your personal data is Article 6(1)(e) of the GDPR, which allows us to process personal data when this is necessary for the performance of our public tasks in our capacity as a Government Department and in this regard, to gather information on the Building Successful Communities Programme and to inform prospective Northern Ireland policy and/ or schemes.

### **How will your information be used and shared**

We will only use your information for the purposes of analysis and reporting of questionnaire responses.

We process the information internally for the above stated purpose. The data will be shared internally within DfC between the Professional Services Unit and the BSC, Housing Investment Branch. We do not intend to share your personal data with any other third party. Any specific requests from a third party for us to share your personal data with them will be dealt with in accordance with the provisions of the data protection laws.

Once the feedback survey closes an analysis will be carried out on all questionnaire replies and a response to the survey will be published on the Department for Communities website. No respondent names will be published.

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

We will retain survey response information until our work on the subject matter of the survey is complete, and in line with the Department's approved Retention and Disposal Schedule (which can be accessed through: <https://www.communities-ni.gov.uk/publications/dfc-disposal-records-schedule>).

### **What are your rights?**

- You have the right to obtain confirmation that your data is being [processed, and access to your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have a right to have personal data [erased and to prevent processing](#), in specific circumstances
- You have the right [to 'block' or suppress processing](#) of personal data, in specific circumstances
- You have the right to [data portability](#), in specific circumstances
- You have the right to [object to the processing](#), in specific circumstances

- You have rights in relation to [automated decision making and profiling](#).

## **How to complain if you are not happy with how we process your personal information**

If you wish to request access, object, or raise a complaint about how we have handled your data, you can contact our Data Protection Officer using the details above. If you want more information about how the Department processes your personal data, you can view the full DFC Privacy Notice at:

<https://www.communities-ni.gov.uk/dfc-privacy-notice>

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

[casework@ico.org.uk](mailto:casework@ico.org.uk)