

Privacy Notice – Consultations (DfC) – Debt Respite Scheme Call for Evidence

Data Controller Name: Department for Communities (DfC))

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

Email: vcd@communities-ni.gov.uk

Telephone: 02890 829406

Data Protection Officer Name: Karen McMullan

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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 [EU General Data Protection Regulation](#) (GDPR). 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 the Debt Respite Scheme Call for Evidence

We will process personal data provided in response to the Debt Respite Scheme Call for Evidence for the purpose of informing the development of our policy, guidance, or other regulatory work in the subject area of the request for views. We will publish a summary of the questionnaire responses but these will not contain any personal data. We will not publish the names or contact details of respondents, including the names of organisations responding.

If you have indicated that you would be interested in contributing to further Department work on the subject matter covered by the consultation, then we might process your contact details to get in touch with you.

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 a Debt Respite policy and prospective Northern Ireland scheme.

How will your information be used and shared

We will only use your information for the purposes of analysis, and reporting of questionnaire responses and to contact you at your request to follow up on matters raised.

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 Voluntary & Community Division. 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.

When the Call for Evidence closes an analysis will be done of all the survey replies and a response to the consultation will be published on the Department for Communities website. No respondent names will be published. If you have given your consent, we may contact you again to discuss your answers further and as part of our ongoing engagement on our debt respite policy proposals.

How long will we keep your information

We will retain questionnaire response information until our work on the prospective Debt Respite policy 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/dfc-privacy-notice>).

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 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