

Privacy Notice

Privacy Notice for survey of Payment Options for tenants.

Data Controller Name: Department for Communities

Address:

Private Rented Branch
Level 3 Causeway Exchange
1-7 Bedford Street
Belfast
BT2 7EG

Telephone: 02890829129

Email: prs@communities-ni.gov.uk

Data Protection Officer Name: Karen McMullan

Telephone: 02890 829200

Email: DPO@communities-ni.gsi.gov.uk

Why are you processing my personal information?

The Department is seeking evidence to determine how much of an issue, payment options for tenants and landlords are in the Private Rented Sector. Any information you provide in completing this survey will be controlled and processed in line with Data Protection Legislation by the Department.

A summary of the questionnaire responses will be published. Individual statements will not be published, and the published material will reflect the opinions of respondents in general terms.

What categories of personal data are you processing?

Categories of information processed include:

- Personal opinions from tenants, landlords, other;
- Email address

Where do you get my personal data from?

In responding to this questionnaire, the Department has specifically asked respondents not to submit any sensitive personal data or information. There is no obligation to provide any personal details in responding to this questionnaire.

You will provide your views as part of the survey response

Do you share my personal data with anyone else?

Citizen Space is a company separate from Government but it has been identified by the Department of Finance as appropriate for use by NI Government Departments for surveys and consultations. The platform is also ISO: 27001 certified as privacy compliant.

We process the information internally for the above stated purpose.

We do not intend to share any data with any third party.

The final published report will be anonymised and have all personal identifiable data removed.

Do you transfer my personal data to other countries?

No.

How long do you keep my personal data?

If any personal data is provided as part of this questionnaire, the personal data will be held 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>).

It will be held for no longer than 6 months upon completion of the exercise and shall then be deleted.

What rights do I have?

- 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 do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the Departments Data Protection Officer using the details listed above.

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>