**Privacy Notice - Questionnaires (DfC)**

Data Controller Name: Department for Communities (DfC))

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

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

Telephone: 02890823498

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)](http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted) and the [UK General Data Protection Regulation](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/) (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 personal data provided in response to questionnaires for the purpose of informing the current review of Tenancy Fraud which is being undertaken by the Social Housing Policy Team in the Department for Communities. A summary of the questionnaire responses will form part of the final report. These will not contain respondents’ names. We will not publish the contact details of respondents, but may include 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 questionnaire, 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 UKGDPR, 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.

The publication of contributors’ names will rely on Article 6(1)(a) of the UKGDPR where consent to do so has been provided.

If you wish to withdraw your consent at any time you should send an e-mail to [socialhousingpolicy@communities-ni.gov.uk](mailto:socialhousingpolicy@communities-ni.gov.uk) providing enough details to enable your contribution to the consultation to be identified. Your request will be actioned as soon as reasonably possible.

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

We process the information internally for the above stated purpose. We will only publish your response and name where permission has been given and don't 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.

**Categories of personal data we will process:**

Categories of personal information processed include:-

* Name;
* E-mail Address
* IP Address
* Opinions

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

We will retain questionnaire response information until our work on the subject matter of the Review 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](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/)
* You are entitled to have personal data [rectified if it is inaccurate or incomplete](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-rectification/)
* You have a right to have personal data [erased and to prevent processing](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-erasure/), in specific circumstances
* You have the right [to ‘block’ or suppress processing](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-restrict-processing/) of personal data, in specific circumstances
* You have the right to [data portability](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-data-portability/), in specific circumstances
* **You have the right to** [object to the processing](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-object/)**,** in specific circumstances
* **You have rights in relation to** [automated decision making and profiling](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/rights-related-to-automated-decision-making-including-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](mailto:casework@ico.org.uk)