**Privacy Notice Template**

**Data Controller Name:** Department for the Economy

**Address:** Adelaide House, 39-49 Adelaide Street, Belfast BT2 8FD.

**Telephone:**  028 9041 6795

**Email:** VQRbranch@economy-ni.gov.uk

**Why are you processing my personal information?**

The Department for the Economy has launched a consultation on the Principles of Vocational Qualifications in Northern Ireland. This consultation document sets out proposed principles and our ambitions for vocational qualifications in Northern Ireland and seeks public views on those proposals. The information we collect from you will inform and further develop this area of work.

Following closure of the consultation, responses will be analysed, and a summary Departmental response drafted and published. Personal data, such as names, email addresses, the type of respondent and/or organisation (for example parent/ FE college), will not be published as part of this process. We may however, publish a list of the names of the organisations responding and an analysis of sector feedback when producing a departmental response.

The lawful basis for processing your personal data is that of public task in accordance with Section 8 of the Data Protection Act 2018 and Article 6(1)(e) of the UK GDPR.

**What categories of personal data are you processing?**

Your name, email address, the type of respondent you are and/or organisation (for example, parent/ FE college) and your opinions.

**Where do you get my personal data from?**

You will provide us with your personal data should you wish to partake in the consultation.

**Do you share my personal data with anyone else?**

DfE is using Delib as a data processor to help us deliver this consultation as it developed and manages the online consultation platform Citizen Space being used. We have a contract in place with them which means that they cannot do anything with your personal information unless we have instructed them to do it.

We may choose to take excerpts and examples from comments that are made in text boxes which will be provided in the consultation. If you choose to make additional comments, including personal information, these will be anonymised for publication in the Departmental Response.

DfE only intends to use the data to inform the Principles of Vocational Qualifications in Northern Ireland, therefore we do not plan to share it. If we find it is necessary to share, any disclosure of personal data has to be in accordance with data protection legislation.

**Do you transfer my personal data to other countries?**

The Department will not transfer your personal data to other countries.

**How long do you keep my personal data?**

We will retain your data for a period of 5 years in line with the Department for the Economy Retention and Disposal Schedule after which time it will be destroyed securely.

**What rights do I have?**

* 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 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** [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

**How do I complain if I am not happy?**

**If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the Department’s Data Protection Officer at** DPO@economy-ni.gov.uk

**If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO).** Contact details of the ICO are available at <https://ico.org.uk/global/contact-us/>