



## Privacy Notice Template

**Data Controller Name:** Department for the Economy  
**Address:** Adelaide House, 39-49 Adelaide Street, Belfast, BT2 8FD  
**Telephone:** 02890416772  
**Email:** [analyticservices@economy-ni.gov.uk](mailto:analyticservices@economy-ni.gov.uk)

### Why are you processing my personal information?

The Department for the Economy has launched a survey to evaluate Skill Up – the flexible skills programme. The information we collect from you will be anonymised and used to provide feedback to the colleges and provide a wider overview of the success of the programme.

You may be contacted regarding the longer term impact of partaking in Skill Up, should you provide consent to do so.

Any personal data will be processed in accordance with Article 6(1)(e) of the UK GDPR i.e. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and section 8(d) of the Data Protection Act.

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

The information we collect as part of the survey includes your email address, what course and where you studied, and opinions on the delivery of the course.

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

You have the choice to provide this should you partake in the survey.

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

No.

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

No.

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

We will retain your data for five years in line with the Department's Retention and Disposal Schedule.

### Do you use my personal data to make an automated decision about me or for profiling?

We will not use your personal data for automated decision making or individual profiling.

### 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](#), 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](#)

If these rights are applicable and you wish to exercise these please email [DPO@economy-ni.gov.uk](mailto:DPO@economy-ni.gov.uk)

### **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 Department’s Data Protection Officer at [DPO@economy-ni.gov.uk](mailto: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/>