



Privacy Notice Template

Data Controller Name: Department for the Economy
Address: 39 – 49 Adelaide Street Belfast BT2 8FD
Email: wideningparticipation@economy-ni.gov.uk

Why are you processing my personal information?

The Department for the Economy (DfE) is reviewing the future approach to Widening Participation in Higher Education. A Widening Participation (WP) Forum has been established, a key focus of the WP Forum is to develop and maintain Widening Participation policy and revise the approach to WP policies as set out in the Departments current strategy 'Access to Success'.

The Widening Participation Forum is supported by a Widening Participation (WP) Stakeholder Engagement Network which comprises of a wider group of interested parties and key stakeholders. The purpose of the WP Stakeholder Engagement Network is to ensure stakeholders have the opportunity to inform and shape the policy proposals being developed. The WP Stakeholder Network will be given the opportunity to attend the WP Forum at appropriate times and provide feedback on the discussions and proposals being developed for consideration as work progresses.

Further, a number of Task and Finish Groups have been established to consider specific work strands across the following areas:

1. Target Groups
2. Planning and Monitoring – Including WAPPs Review
3. Raising Attainment, Support & Progression to Successful Outcomes
4. Support for Collaboration / Structures / Communication
5. Data and Evidence

These Task and Finish Groups will serve as a platform for collaborative discussions to bring forward proposals as we review the approach to Widening Participation in Higher Education.



We would like to invite you to put forward your expression of interest in becoming a member of the WP Stakeholder Network. We believe that your valuable expertise and insights will greatly contribute to our mission of promoting equal access and opportunities in education.

Stakeholder participation will not only help shape our widening participation efforts but also create a meaningful impact in the lives of individuals who are currently under-represented in Higher Education.

Personal data collected in this exercise will be used for stakeholder engagement and to shape the future approach to Widening Participation policy. 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.

We will not publish the names or contact details of respondents.

What categories of personal data are you processing?

Personal data collected as part of the expression of interest is: name, postal/email address and the name of the organisation you are representing. As part of this expression of interest you may provide the name and postal/email address of colleagues in your organisation who may wish to participate in stakeholder engagement.

Where do you get my personal data from?

You will provide us with your personal data should you wish to partake in stakeholder engagement.

Do you share my personal data with anyone else?

We process the information internally (within DfE), for the above stated purpose. We will not share your personal data with any third party as part of the expression of interest process.

Information provided in response to this expression of interest, including personal information, may be subject to publication or disclosure under access to information legislation (primarily the Data Protection Act 2018 / UK General Data Protection Regulation 2018 or the Freedom of Information Act 2000). For this reason you should identify in your response any information you do not wish to be disclosed and explain why this is the case. Please note that an automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department. If we receive a request for disclosure of this information we will take full account of your



explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.

DfE is using Delib as a data processor to help us deliver this expression of interest as it developed and manages the online 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.

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 7 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
- You are entitled to have personal data rectified if it is inaccurate or incomplete
- You have the right to 'block' or suppress processing of personal data, in specific circumstances
- You have the right to object to the processing, 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) at <https://ico.org.uk/global/contact-us/>