



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 as the current strategy ([Access to Success](#)) has passed its intended timeframe. A Widening Participation Forum has been established, a key focus of this Forum is to develop the Widening Participation policy and to support the development of a revised approach to Widening Participation.

In order to achieve these aims, the following work strands have been identified and will primarily be delivered through a number of Task and Finish Groups (TFGs):

- A. Target Groups;
- B. Planning and Monitoring - Including WAPPs Review;
- C. Raising Attainment, Support & Progression to Successful Outcomes;
- D. Support for Collaboration / Structures/ Communication; and
- E. Data & Evidence.

The “Support for Collaboration, Structures and Communication” group has developed this questionnaire, as part of its evidence gathering work, to collate the views of educational providers in NI who deliver Higher Education programmes. The questionnaire covers the following topics;

Collaboration – how can the sector work together to deliver Widening Participation (WP) programmes to target groups?



Structures – what formal or informal organisational structures are needed to support this collaboration. Consideration should include how existing structures could be leveraged or better used, as well as the potential for new structures.

Communication – how can we improve communication with others (both potential students and wider stakeholders) focusing and targeting communications effectively to support a joined up approach (to ensure, for example, schools are not overwhelmed with communications from different providers at the same time or all target groups are communicated with equally).

What categories of personal data are you processing?

Personal data collected as part of the questionnaire is: name of the educational provider you are representing, who the questionnaire has been completed by and their position within the educational provider.

Where do you get my personal data from?

You will provide us with your personal data should you wish to complete the questionnaire.

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. Information provided in response to this questionnaire, 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 questionnaire 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/>