PRIVACY NOTICE

Data Controller: Department of Justice

Address: Victims and Witnesses Team, Victims Support Division, Department of Justice, Block 2, Knockview Buildings, Stormont Estate, Belfast, BT4 3SJ

Email: [dojvictimswitnesses@justice-ni.gov.uk](mailto:dojvictimswitnesses@justice-ni.gov.uk)

Data Protection Officer: Department of Justice Data Protection Officer Email:

[dataprotectionofficer@justice-ni.gov.uk](mailto:dataprotectionofficer@justice-ni.gov.uk)

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

We collect information about you when you register to attend an event using the Department of Justice Ticket Tailor channel. This information will be used to process your booking. We may also use it to contact you via Ticket Tailor about your booking.

**Lawful Basis for processing**

The lawful basis for processing your personal information is consent. When booking for our event via this channel, we are asking that you consent to the collection, retention and use of your personal data in accordance with the terms of this policy. You may withdraw your consent for this processing, by deleting your Ticket Tailor account or by contacting [DOJVictimsWitnesses@justice-ni.gov.uk](mailto:DOJVictimsWitnesses@justice-ni.gov.uk)

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

Any information you supply when booking an event, such as your name and contact details, is held and used by the business area organising the event.

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

We may share your data with the business area organising the event for the purpose of creating registration, name badges and the general administration of the event.

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

All the personal data we handle is processed by DoJ staff using computing facilities in the UK. For the purpose of event bookings, we use Ticket Tailor, which is a service based in London – please see their privacy policy at [Privacy Policy | Ticket Tailor](https://www.tickettailor.com/legal/privacy-policy)

When you book an event through Ticket Tailor you will also have to agree to their terms and conditions of service.

We will not share your personal data with any other organisations.

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

Personal information provided for the purposes of booking to attend an event will be deleted within eight weeks of the event.

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

We will retain your data in line with 5.7 of Schedule 5 of the DoJ Retention and Disposal Schedule (<https://www.justice-ni.gov.uk/publications/doj-retention-and-disposal-schedule>).

**If you use automated decision making or profiling, how do you use my personal data to make decisions about me?**

Automated processing for DoJ events booked through Ticket Tailor will not be used.

**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 and to prevent processing, 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

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

We work to high standards when it comes to processing your personal information. If you have any questions or concerns about how your data will be used, please contact the Department of Justice’s Data Protection Officer (contact details as above).

You should also contact the DoJ DPO if you are unhappy about any aspect of this Privacy Notice, or how your personal information is being processed.

If you wish to take your concern further, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Website: <https://ico.org.uk/global/contact-us/>