Privacy Notice

Office of the Irish Language Commissioner

1. Introduction

The Office of the Irish Language Commissioner (ILC) is committed to protecting your privacy and ensuring that your personal information is handled lawfully, fairly and transparently.

This privacy notice explains how we collect, use, store and protect personal information when you interact with us, use our services, participate in consultations, submit complaints, make enquiries or visit our website.

2. Who We Are

The Office of the Irish Language Commissioner was established under the Identity and Language (Northern Ireland) Act 2022.

The principal aim of the Irish Language Commissioner is to enhance and protect the use of the Irish language by public authorities in the provision of services to the public or a section of the public in Northern Ireland.

For the purposes of data protection legislation, the Office of the Irish Language Commissioner is the data controller for the personal information it processes.

Contact Details

Office of the Irish Language Commissioner
Equality House
Shaftesbury Square
Belfast
BT2 7DP
Email: eolas@coimisineir.org Website: www.coimisineir.org

Data Protection Officer

If you have any questions about this Privacy Notice or how we process your personal data, you can contact:

Data Protection Officer

Office of the Irish Language Commissioner

Email: eolas@coimisineir.org

3. Why We Process Personal Information

We process personal information in order to:

- Carry out the statutory functions of the Irish Language Commissioner.
- Receive and respond to enquiries.
- Investigate complaints and concerns.
- Conduct consultations and engagement exercises.
- Develop policies and guidance.
- Deliver public services.
- Manage stakeholder relationships.
- Administer recruitment competitions.
- Manage employees and office holders.
- Process supplier, contractor and procurement arrangements.
- Manage payments and financial transactions.
- Organise training, meetings and events.
- Fulfil legal and regulatory obligations.
- Protect public funds and prevent fraud.
- Improve our services and website.

4. Lawful Basis for Processing

Under Article 6 of the UK GDPR, we process personal information under one or more of the following lawful bases:

Public Task

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 Irish Language Commissioner under the Identity and Language (Northern Ireland) Act 2022.

Legal Obligation

Processing is necessary to comply with legal obligations, including obligations under employment, equality, financial, audit and governance legislation.

Contract

Processing is necessary for the performance of a contract or to take steps prior to entering into a contract.

Consent

Where appropriate, we will seek your consent before processing your information.
You may withdraw consent at any time.

5. The Information We Collect

We may collect and process the following categories of personal information:

Personal Information

- Name
- Title

- Date of birth
- Postal address
- Email address
- Telephone number
- Preferred language of communication
- Correspondence records and communication preferences

Employment Information

- Employer name
- Job title
- Occupation
- Employment status
- Professional qualifications
- Professional memberships
- Career history
- References
- Recruitment application information
- Vetting and eligibility information
- Training and development records

Financial Information

- Bank account details
- Payment information
- Supplier records
- Procurement records
- Tax information
- VAT registration details
- Financial declarations
- Invoices and payment records

Consultation and Engagement Information

- Consultation responses
- Survey responses
- Stakeholder submissions
- Feedback and comments
- Supporting evidence provided during consultation processes

Complaint and Investigation Information

- Information relating to complaints
- Investigation records
- Correspondence
- Witness information
- Supporting documents and evidence

Website Information

- IP address
- Device information
- Browser type and version
- Website usage information
- Cookies and analytics data

Special Category Data

In limited circumstances, we may process special category data where necessary and lawful, for example:

- Information relating to disability or accessibility requirements
- Information voluntarily provided as part of a complaint, investigation or consultation response

Where special category personal data is processed, the Office will rely on one or more conditions set out in Article 9 UK GDPR and Schedule 1

of the Data Protection Act 2018, including substantial public interest, employment obligations, or explicit consent where appropriate.

6. Where we Obtain Your Information

We may obtain information:

- Directly from you.
- Through consultation responses and correspondence.
- Through job applications and recruitment exercises.
- From public authorities where legally permitted.
- From referees nominated by you.
- From service providers acting on our behalf.
- From publicly available sources.
- Through our website and online services.

7. How We Use Your Information

We use personal information to:

- Deliver statutory functions and services.
- Manage consultations and public engagement.
- Publish consultation findings in anonymised form.
- Investigate complaints.
- Communicate with stakeholders.
- Process employment applications.
- Manage staff and office holders.
- Manage contracts and suppliers.
- Process payments.
- Maintain records.
- Produce statistical analysis and reports.
- Meet legal, regulatory and audit requirements.

8. Publication of Consultation Responses

Where consultation exercises are undertaken:

- Consultation reports may be published.
- Reports may include anonymised quotations from responses.
- Names and personal identifiers will not normally be published.
- Information may be disclosed where required under law.

If you provide information you consider confidential, you should clearly identify it and explain why disclosure would be inappropriate.

Where consultation responses are made on behalf of organisations, the name of the organisation may be published unless the respondent requests otherwise.

While we will take your views into account, we cannot guarantee confidentiality in all circumstances.

9. Sharing Your Information

We may share your information with:

- Government departments.
- Public authorities.
- Regulatory bodies.
- External auditors.
- Legal advisers.
- IT service providers.
- Recruitment service providers.
- Payment and banking providers.
- Professional advisers.
- Law enforcement agencies.

- Courts and tribunals.
- Other bodies where disclosure is required by law.

Information will only be shared where there is a lawful basis to do so.

10. International Transfers

The Office of the Irish Language Commissioner does not routinely transfer personal information outside the United Kingdom.

Should such transfers become necessary, appropriate safeguards required under UK GDPR will be implemented.

11. How Long We Keep Information

Personal information processed by the Office of the Irish Language Commissioner will be stored within our records management systems and retained in accordance with our Retention and Disposal Schedule. A copy of our Retention and Disposal Schedule is available on request.

Records may be retained for longer where required by law, audit requirements or ongoing legal proceedings.

12. Security of Your Information

We take the security of your personal information seriously and employ appropriate technical and organisational measures, including:

- Access controls.
- Secure storage systems.
- Encryption where appropriate.
- Staff training.
- Information governance procedures.

- Secure disposal arrangements.
- Regular security reviews and monitoring.

13. Your Rights

Under UK data protection law, you have the right to:

- Be informed about how your personal data is used.
- Request access to your personal information.
- Request correction of inaccurate or incomplete information.
- Request erasure of your information in certain circumstances.
- Request restriction of processing in certain circumstances.
- Request data portability where applicable.
- Object to processing in certain circumstances.
- Challenge decisions based solely on automated processing.

Requests should be submitted to the Data Protection Officer using the contact details provided above. We will normally respond to requests relating to your data protection rights within one month of receipt, in accordance with UK GDPR requirements.

The Office of the Irish Language Commissioner does not currently carry out automated decision-making or profiling that produces legal effects or similarly significant effects on individuals.

14. Freedom of Information

As a public authority, information held by the Office of the Irish Language Commissioner may be subject to disclosure under:

- Freedom of Information Act 2000; and
- Environmental Information Regulations 2004.

Where requests are received, we will assess whether any exemptions apply, including exemptions relating to personal information.

15. Cookies

Our website may use cookies and similar technologies to:

- Ensure website functionality;
- Improve user experience;
- Monitor usage and performance; and
- Support website security.

Further information will be available in our Cookie Policy.

16. Complaints

If you are concerned about how your personal information is being processed, please contact:

Data Protection Officer

Office of the Irish Language Commissioner

Email: eolas@coimisineir.org

If you remain dissatisfied, you have the right to complain to:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113
Email: casework@ico.org.uk
Website: https://ico.org.uk/global/contact-us/

17. Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in legislation, guidance or organisational practices.

The latest version will always be available from the Office of the Irish Language Commissioner.