**PRIVACY NOTICE:**

Data Controller: The Executive Office, Equality Policy & Legislation Branch

Address: Room E5.25, CASTLE BUILDINGS, STORMONT, BELFAST, BT4 3SR

Telephone: (028) 9052 2907

E-mail: period.products@executiveoffice-ni.gov.uk

Data Protection Officer: DAVID MOORE

Address: Room E3.08, CASTLE BUILDINGS, STORMONT, BELFAST, BT4 3SR

Telephone: (028) 9052 6123

E-mail: DPO@executiveoffice-ni.gov.uk

**Introduction:**

The Executive Office (TEO) Equality Policy & Legislation Branch is committed to protecting your privacy. This privacy notice explains how we use your personal information, and the ways in which we will safeguard that information.

It is designed to meet the requirements of the United Kingdom General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018 (DPA 2018), in terms of your individual right to be kept informed about how and why we collect, and use information, about you.

**Who we are?**

The role of TEO is to contribute to and oversee the co-ordination of Northern Ireland Executive policies and programmes to deliver a peaceful, fair, equal and prosperous society. Key objectives include driving investment and sustainable development, tackling disadvantage and promoting equality of opportunity, and the effective operations of the institutions of government in the delivery of a Programme for Government. A key policy area is the Period Products (Free Provision) Act (Northern Ireland) 2022.

England, Scotland and Wales each have varying schemes in place to provide period products free of charge in schools and some other public buildings. Northern Ireland was the only place in the United Kingdom where such products were not provided free of charge in schools. However, pilots have now commenced in schools and Higher Education Institutions. The Act considers that there is an undeniable need to extend this provision and to provide sustained free access to period products in other publicly accessible settings. To that end, the Act requires that The Executive Office must ensure that free period products are made available to anyone that needs them across Northern Ireland from May 2024.

The Period Products (Free Provision) Act (Northern Ireland) 2022 has three broad policy objectives:

1. *To place a duty on the Executive Office to ensure that period products are available free of charge on a universal basis in appropriate locations;*
2. *To require the Executive Office to specify by way of regulations public service bodies who have a duty to ensure period products are widely obtainable free of charge in their premises; and*
3. *To place a number of duties on departments and other specified public service bodies in respect of their obligations under this Bill and to place a duty on Departments to issue guidance on the exercise of the functions conferred on specified public service bodies.*

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

TEO has the following reasons for processing personal information:

* TEO must ensure that free period products are made available to anyone that needs them across Northern Ireland from May 2024;
* Delivery of a TEO (policy) function;
* Necessary to provide a (public) service; and
* Required to discharge a legal obligation.

**Type – What categories of personal information are you processing?**

The categories of personal information we are processing are:

* Organisation (e.g. School, Public Authority, Further & Higher Education establishment, Arms-Length Body, Non-Departmental Public Body, Community & Voluntary Sector organisation etc.)

This information is required in order to ensure that provision is put in place and people are supported appropriately.

**Legal – What is your lawful basis for collecting personal information?**

In order to comply with UK data protection legislation, we must have a lawful basis for processing any personal information. In regard to the Period Products (Free Provision) Act (Northern Ireland) 2022: Public consultation on s1 Arrangements, TEO relies on the fact that:

* Processing is necessary for the Department to perform a task carried out in the public interest, and for our official functions.
* TEO will be the data controller for the personal data it collects. We are using the following lawful bases under UK GDPR to process personal data:
	+ Article 6(1)(e) of the UK GDPR – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.

**Source – Where do you get my personal information from?**

We get the information required by means of, but not limited to, the following by e-mail and / or hard copy but again not limited to these sources.

* Online Public Consultation(s); and / or
* Online Questionnaire(s); and / or
* Online Survey(s).

**Recipients – Do you share my personal information with anyone else?**

Access to any personal information processed will be restricted to those persons who are involved in the Equality Policy & Legislation Branch only.

We will only share personal data insofar as it is necessary to deliver the support required.

Personal data provided to TEO is stored on secure servers. Personal data shared with our partners will only be transferred using accredited secure transfer systems.

Only data necessary for the operation of the support scheme will be shared.

None of the personal information processed will be transferred to 3rd countries or international organisations.

**Security and Retention – How we keep your personal information**.

The information you provide will be held in the Department’s official accredited records management systems, and will be protected from unauthorised or unlawful processing, and against accidental loss, destruction or damage.

We have appropriate security measures in place to prevent personal information from being accidentally lost or misused. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We have procedures in place to deal with any suspected data security breach.

It will be retained only for as long as is necessary; specifically, for 7 years in accordance with The Executive Office’s retention and disposal schedule. The data will be securely destroyed once it is determined that it is no longer required.

**What rights do I have?**

* You have the right to be informed and you can also obtain confirmation that your personal information is being processed; more detail is provided [here](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/).
* You have the right to access your personal information; more detail is provided [here](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/).
* You are entitled to have personal information rectified if it is inaccurate or incomplete. You can find out more [here](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-rectification/).
* You have the right to restrict processing of personal information in specific circumstances.You can find out more[here](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-restrict-processing/)**.**
* You have the right to data portability in specific circumstances. You can find out more [here](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-data-portability/).
* You have the right to object to the processing of personal information in specific circumstances**.** You can find out more[here](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-object/)**.**
* You have rights in relation toautomated decision making and profiling. You can find out more [here](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/rights-related-to-automated-decision-making-including-profiling/) but please be advised that **no** personal information supplied by you will be used for the purpose of automated decision making and profiling.

**Alternative formats / General enquiries:**

If you have any queries about this Privacy Notice, need a copy in an alternative format or language, or wish to exercise any of your rights as a data subject please contact us at:

**Equality Policy & Legislation Team**

**The Executive Office**

**Room A5.1**

**5th Floor Castle Buildings**

**Stormont Estate**

**BELFAST**

**BT4 3SR**

**Tel: 02890522907**

**Mailto:** **period.products@executiveoffice-ni.gov.uk**

**Complaints:**

In the event that you are unhappy with how your personal data is processed you can raise your concerns to the Department’s Data Protection Officer (see the contact details at the beginning of this Privacy Notice).

If you are still not happy, 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

Tel: 0303 123 1113

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

**Changes to this Privacy Notice:**

We keep this Privacy Notice under regular review and we will place any updates on the department’s website.

This Privacy Notice was last updated on 21 June 2023.