DoJ Privacy Notice

General Data Protection Regulation

Data Controller Name:	Governance Unit, Public Appts Unit, DoJ
Address:	Room B5.12, Castle Buildings, Stormont, Belfast, BT4 3SG
Telephone:	028 9052 6496
Email:	imbrecruitment@justice-ni.gov.uk
Data Protection Officer Name:	DoJ Data Protection Officer
Telephone:	07584 614250
Email:	DataProtectionOfficer@justice-ni.gov.uk

Why are you processing my personal information?

- Your contact details are required for the purposes of a competition to appoint board members to the Independent Monitoring Board. The lawful basis for processing your personal data is GDPR Article 6(1)(e) – *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 controller*. These appointments are made under the Prison Act (Northern Ireland) 1953.
- The special category data processed in relation to the Equal Opportunities monitoring is processed by virtue of GDPR Article 9(2)(b).
- Equal opportunities monitoring information is collected in an anonymous form for analysis by the Northern Ireland Statistics and Research Agency (NISRA).

What categories of personal data are you processing?

- Personal details: title; surname; forename; address; telephone and/or mobile number; email address.
- Skills, knowledge and experience provided in your application form.
- Equal opportunities monitoring information: national insurance number; gender; age; community background; disability; race; language; sexual orientation; marital status; dependants; level of educational attainment.
- AccessNI/criminal history record check (where applicable), NICS-wide public appointment probity/performance check and DoJ insolvency/bankruptcy record check.
- If successful, the Department will retain your letter of appointment and your annual performance assessments.

Where do you get my personal data from?

- From the competition application form and interview process, the Equal Opportunities Monitoring form you will have submitted and (if successful) the annual performance assessment.

Do you share my personal data with anyone else?

- The relevant details from your application form, excluding the Equal Opportunities Monitoring information, will be shared with an independent assessor nominated by the Office of the Commissioner for Public Appointments NI, who will be a member of the sifting and interview panel.
- The Equal Opportunities Monitoring information, in an anonymous form, is shared with NISRA via TEO Public Appointments Database.
- Some of your information in relation to probity/performance may be disclosed to other government departments.
- Some of the information you have provided will be presented anonymously within the Public Appointments Annual Report.
- Your name, appointment term and details of remuneration will be published in the Public Bodies Annual Report.
- Some of the information you have provided may be disclosed to other government Departments, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly/Parliamentary Questions and other enquires.

Do you transfer my personal data to other countries?

- No.

How long do you keep my personal data?

- If you are successful in the competition, your details will be retained for three years after the end of your tenure in post.
- If you are unsuccessful, your details will be retained for three years from the close of the competition.

(If you use automated decision making or profiling) How do you use my personal data to make decisions about me?

N/A.

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?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the *Department Data Protection Officer* using the details provided above.

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

Email: casework@ico.org.uk

https://ico.org.uk/global/contact-us/