Privacy Notice – Event Booking

AccessNI is a branch of the Department of Justice in Northern Ireland. We provide a criminal history disclosure service primarily to help employers and voluntary organisations to take safer recruitment decisions.

Address:  PO Box 1085
           Belfast BT5 9LE
Telephone:  0300 200 7888
Email:  ani@accessni.gov.uk

Data Protection Officer contacts:
Telephone:  02890 526111/526498
Email:  dpqueries@accessni.gov.uk

Why are you processing my personal information?
You are required to provide some personal information in order to book a place on an AccessNI Registered Body training event.

What categories of personal data are you processing?
This personal data consists of:-

- Name
- Signatory number
- Contact number
- E-mail address

Where do you get my personal data from?
You are required to provide this information in order to reserve a space on an AccessNI training event. You can reserve a space either by using the on-line Event Booking tool (on the nidirect website) or by calling our office.

Do you share my personal data with anyone else?
No - the information provided is for AccessNI purposes only.

Do you transfer my personal data to other countries?
No.

Where do you keep my personal data?
The information is retained on the Event Booking application used by AccessNI. Only AccessNI with appropriate log-on credentials will be able to access this information.
How long do you keep my personal data?
We will retain this information for 90 days following the date of the training event, after which the information will be automatically deleted.

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. Information processed under Part V of the Police Act 1997 normally falls outside the right to data portability.
- You have the right to object to the processing, in specific circumstances. To exercise this right you will need to withdraw your application.
- You have rights in relation to automated decision making and profiling

If you wish to exercise these any of these rights you can contact AccessNI at dpqueries@accessni.gov.uk. Please indicate clearly the precise nature of the information you require and/or which right you wish to exercise. Your query will be handled by AccessNI in line with the Department of Justice’s policy on Data Protection Response Management which complies with the General Data Protection Regulation.

AccessNI does not use any personal information supplied for the purposes of automated decision making or 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 Department of Justice Data Protection Officer at: 028 90378617

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/