

Privacy Notice – Museums Policy Public Consultation

Privacy, Confidentiality and Access to Consultation Responses

For this consultation, we may publish all responses except for those where the respondent indicates that they do not wish for their responses to be published. Responses from organisations and individuals responding in a professional capacity may be published. Any personal data, including email addresses and telephone numbers, from these responses; but apart from this, we will publish them in full.

Your response, and all other responses to this consultation, may also be disclosed on request in accordance with the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR); however all disclosures will be in line with the requirements of the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR).

If you want the information that you provide to be treated as confidential it would be helpful if you could explain to us why you regard the information you have provided as confidential, so that this may be considered if the Department should receive a request for the information under the FOIA or EIR.

Data Controller Name: Department for Communities (DfC)

Address: Causeway Exchange, 1-7 Bedford Street,

BELFAST, BT2 7EG

Email: hccconsultation@communities-ni.gov.uk

Telephone: 028 9090 9320

Data Protection Officer Name: Karen McMullan

Email: DPO@Communities-ni.gov.uk

Telephone: 028 9082 9200

Being transparent and providing accessible information to individuals about how we may use personal data is a key element of the Data Protection Act (DPA) and the UK General Data Protection Regulation (UK GDPR). The Department for Communities (DfC) is committed to building trust and confidence in our ability to process your personal information and protect your privacy.

Purpose for processing

The Department for Communities is seeking views from members of the public and organisations, via a public consultation exercise, on its Museums Policy. Any information you provide in completing the consultation survey will be controlled and processed in line with Data Protection Legislation by the Department.

We will process personal data provided in response to this consultation for the purpose of informing the development of the Museums Policy. We will publish a summary of the consultation responses and will include the names of organisations responding.

Lawful basis for processing

The lawful basis we are relying on to process your personal data is Article 6(1)(e) of the GDPR, which allows us to process personal data when this is necessary for the performance of our public tasks in our capacity as a Government Department.

How will your information be used and shared

We process the information internally for the above stated purpose. Some data from consultation responses may be shared with other Departments in relation to their area of responsibility as this is an Executive Strategy. However, in the event of this information being shared, we will ensure responses are anonymised and no identifiable personal data will be shared. Any specific requests from a third party for us to share your personal data with them will be dealt with in accordance the provisions of the data protection laws.

How long will we keep your information

We will retain consultation response information until our work on the subject matter of the consultation is complete, and in line with the Department's approved Retention and Disposal Schedule (which can be accessed through: <https://www.communities-ni.gov.uk/dfc-privacy-notice>).

What are your rights?

- 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 to complain if you are not happy with how we process your personal information

If you wish to request access, object or raise a complaint about how we have handled your data, you can contact our Data Protection Officer using the details above.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

casework@ico.org.uk