

Privacy Notice – Online Questionnaire (DfC) – Consultation on Warm Healthy Homes Fund

Data Controller Name: Department for Communities (DfC)

Address: Causeway Exchange, 1-7 Bedford Street, BELFAST, BT2 7EG

Email: HEB@communities-ni.gov.uk

Data Protection Officer Name: Karen McMullan

Telephone: 02890829200

Email: DPO@Communities-ni.gov.uk

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 \(UKGDPR\)](#). 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

We will process personal data provided in response to consultations for the purpose of informing the development of our policy, guidance, or other regulatory work in the development of the Warm Healthy Homes Fund.

We will publish a summary of the consultation responses, but these will not contain any personal data. We will not publish the names or contact details of respondents but will list the names of organisations and individuals responding where consent is provided. Respondents may revoke consent for their name or organisation name being published at any time by contacting the Home Energy Team at HEB@communities-ni.gov.uk.

Lawful basis for processing

The lawful basis we are relying on to process your personal data is Articles 6(1)(a) and 6(1)(e) of the UKGDPR, which allows us to:

- publish the names of participants where they have provided clear consent, and,
- 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. DfC is using [Citizen Space](#) as the Northern Ireland Civil Service recommended online consultation and survey tool. Your personal data will be held on Citizen Space if you respond to our consultation online. Delib is the data processor that has developed and manages the online consultation platform Citizen Space being used. We have a contract in place with them which means that they cannot do anything with your personal information unless we have instructed them to do it.

The data will be shared internally within DfC between the Analytics Division and the Home Energy Team. We do not intend to share your personal data with any other third party. 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.

Specific extracts of responses may be published but these will be anonymised. We will only publish the names of respondents, whether they be individuals or organisations, where they have provided clear consent. We will not publish the contact details of respondents.

Categories of personal data we will process

Categories of personal information processed include:

- Opinions

How long will we keep your information

We will retain questionnaire response information until our work on the proposed Warm Healthy Homes Fund 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