Department for Communities
www.communities-ni.gov.uk

Privacy Notice – Consultations (DfC)

Data Controller Name:

Department for Communities (DfC)

Address:

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

Email: liquorlicensingconsultation@communities-ni.gov.uk

Telephone: 02890 823140

Data Protection Officer Name:

Karen McMullan

Telephone: 02890 829200

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 EU General Data Protection Regulation (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:

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 subject area of the request for views. We will publish a summary of the consultation responses and, in some cases, the responses themselves but these will not contain any personal data. We will not publish the names or contact details of respondents, but will include the names of organisations responding.

If you have indicated that you would be interested in contributing to further Department work on the subject matter covered by the consultation, then we might process your contact details to get in touch with you.

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.

We will only process any special category personal data you provide, which reveals racial or ethnic origin, political opinions, religious belief, health or sexual life/orientation when it is necessary for reasons of substantial public interest under Article 9(2)(g) of the GDPR, in the exercise of the function of the department, and to monitor equality.

How will your information be used and shared:

We process the information internally for the above stated purpose. We don't intend to share your personal data with any 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.

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; and
- **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