

## **PRIVACY NOTICE**

**Data Controller: Department for the Economy**

**Address: 5<sup>th</sup> Floor, Adelaide House, Belfast, BT2 8FD**

**Telephone: 02890257550**

**Email: [trainingforsuccess@economy-ni.gov.uk](mailto:trainingforsuccess@economy-ni.gov.uk)**

**Data Protection Officer: Bernard Mc Caughan or Leo Wallace**

**Email: [DPO@economy-ni.gov.uk](mailto:DPO@economy-ni.gov.uk)**

The Department for the Economy (DfE) is one of nine government departments headed by Ministers of the Northern Ireland Executive. The Department's vision is a globally competitive economy, and its mission is to develop and implement agile policies and programmes which promote a competitive, sustainable and inclusive economy through investment in: skills; economic infrastructure; research and innovation; and, business development.

For the purposes of the new General Data Protection Regulation which comes into force 25<sup>th</sup> May 2018, DfE is registered as a data controller for personal data processed by the Department and other third parties contracted to process data on our behalf. Our data protection registration can be viewed on the Information Commissioner's website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

### **Who will use your information?**

Whoever is delivering this privacy notice to you will register and use your personal data. They will work for one of our contracted training organisations or a further education college, etc. and have permission to deliver the programme, therefore certain personal data is contractually required to enable your registration on the programme. Your information is input to a System that is held and accessible by DfE

and will be held by the organisation you are enrolled with. The Department for Communities also uses the same system and can access your information if needed to, for social benefits purposes for example.

### **What information do we collect about you?**

We collect information about you when you register with us through one of our contracted training organisations, through a further education college, or the Department's Careers Service, etc.

The information collected will be your name, address, date of birth, contact details, previous educational attainment. Section 75 data such as your religious belief, political opinion, race, marital status, sexual orientation, gender, if you have a disability, children, will also be collected; section 75 data is required by law for statistical and equality monitoring purposes.

In addition, we will collect:

- Information about your initial assessment and induction on the programme.
- Information about your time on a programme, including your progress/achievements.
- Information required to support and evidence the payment of any expenses and other allowances you have claimed under the programme.
- Information about any additional support that you may have availed of to fully participate in the programme, including information on disability support.

Information on unemployment, homelessness is also collected which is requirement by the European Social Fund for statistical and monitoring purposes.

### **How will we use the information about you?**

We need your information:

- To determine your eligibility.
- To ensure you receive the allowances/finances you are entitled to.
- To monitor your progress.
- To facilitate DfE's monitoring of Contractors' delivery (ie training organisations, colleges), and pay them for their work.
- To inform future programme changes.
- To contact you about issues directly related to your participation in training (e.g. changes that you need to be aware of, or a follow up survey)
- To prevent fraud.

**We will use your personal data for these purposes only.**

### **Who will have access to my information, or who will you share it with?**

Only individuals with a specific need to access your information will be able to access it. These individuals will be within DfE or the training organisation/college that you are attending. Staff will have been made aware of the importance of protecting personal data; will be familiar with their organisation's security policy; and will put its security procedures into practice. The Department for Communities use the same system and can access your information only if needed to, for social benefits purposes for example.

There may be occasions where we are required to share your personal data with other third parties, however any such sharing will be subject to an assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of the data requested and the arrangements in place to share, store and handle the information.

### **Access to your information and correction**

Should you wish to access the information we hold on you, or have information we hold on you corrected/changed, please submit a request using the appropriate contact details provided above.

### **How long we will keep your personal data**

We will only keep your data for as long as necessary to process in line with the Department's Retention and Disposal Schedule. All client records will be archived/removed from the CMS/TMS systems 7 years from the date of last payment/contact, and deleted 16 years after the date of last payment/contact with the Department.

### **Changes to this privacy policy**

You will be notified if changes are made to this privacy policy.

### **How to contact us**

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the Department's Data Protection Officer at: [DPO@economy-ni.gov.uk](mailto:DPO@economy-ni.gov.uk). If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113. Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)