

**Local Government Staff Commission for NI**



**Privacy Notice**

**August 2020**

This Privacy Notice from the Local Government Staff Commission for NI (the Commission) informs our customers and service users how we process your personal data in accordance with our legal obligations under the Data Protection Act (DPA) and the EU General Data Protection Regulation (GDPR).

The Commission is committed to building trust and confidence in our ability to keep your information secure and this Notice explains how we do this.

## Contacts

| <b>Data Controller</b>  | <b>Data Protection Officer</b>   |
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| Local Government Staff Commission for NI<br>Commission House<br>18-22 Gordon Street<br>Belfast<br>BT1 2LG<br><br>Tel: 028 9031 3200 | Local Government Staff Commission for NI<br>Commission House<br>18-22 Gordon Street<br>Belfast<br>BT1 2LG<br><br>Tel: 028 9031 3200<br><br>Email: <a href="mailto:admin@lgsc.org.uk">admin@lgsc.org.uk</a> |

## Who we are

Throughout this document, “we”, “us”, “our” and “ours” refer to the Local Government Staff Commission for NI (the Commission). The Commission is an Executive Non-Departmental Public Body established under the Local Government Act (Northern Ireland) 1972. Our statutory remit is to provide professional services and advice on human resource issues to district councils and the Northern Ireland Housing Executive.

Where the Commission uses contractors or third parties to deliver services they are usually acting as the Commission’s data processor, and we are responsible for how they handle your data.

## Your privacy is important

We recognise the importance in keeping all personal and sensitive information secure. The Commission is committed to taking all reasonable steps to ensure that our procedures and security are fit for this purpose. We are committed to ensuring that all personal data is processed lawfully, fairly and in a transparent manner.

## The law and why we process your information

The following is a broad description of the way the Commission as a data controller processes personal information in accordance with our legal obligations under the Data Protection Act (DPA) and the EU General Data Protection Regulation (GDPR). To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any specific privacy notices we have provided, or contact the Commission to ask about your personal circumstances.

For us to process your personal information we must have a lawful basis for processing for doing so and at least one of the following conditions must apply:

1. **Consent** – Your consent to us processing your information will be based on a clear indication from you that you are agreeable to us processing your information for a specified and clearly defined reason.
2. **Contract** – Processing your information is necessary if we have a contract to fulfil with you or if we have to take steps at your request before entering into a contract.
3. **Legal Obligation** – Processing your information is necessary in order for us to comply with common law (not including contractual obligations) or statutory obligation.
4. **Vital Interests** – Processing your information is vital in protecting someone's life.
5. **Public task** – Processing your information is necessary for the Commission to perform a task in the public interest or for our official functions, and the task has a clear basis in law.

The processing that the Commission carries out is most likely to fall under conditions 1, 2, 3 and 5 above. The list of relevant legislation from which the Commission derives the power to process personal data is too long and varied to list here but should you require further, more specific information, please contact us.

## Why we process your information

- To contact you
- To provide help with recruitment, training and employment
- To provide you with information about our services
- When assisting councils and the NIHE with senior appointments
- When assisting councils and the NIHE with employment relations matters
- Archiving in the public interest
- Recruiting, supporting and managing our employees and former employees
- Supplying information for use in public consultations
- For official communications and publicity materials
- To comply with our obligations to you
- Processing payments

## **The types of personal information which we process**

- Names, addresses, dates of birth, national insurance number, title, gender, community background, marital status
- An identification number
- Employment history, job title, employer address, payroll number, salary
- Email addresses
- How, when and where you use our web services along with your IP address.
- Photographs and visual images for a range of purposes including promoting our services
- CCTV images
- Records of when you contact us or we contact you – this could be notes of telephone calls, copies of written communication, forms filled in by you or notes of face to face meetings.
- Records deposited privately in PRONI under the terms of the Public Records Act (NI) 1923.
- Bank details

## **We also process sensitive classes of information that may include:**

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Health details
- Sexual life and sexual orientation

## **Where we may collect your information from if there is a lawful basis to do so**

- Information supplied by you, or someone appointed by you, in writing, face to face, by telephone or online. This includes information put into the public domain by you.
- Other public bodies eg NI Housing Executive and Councils
- Contractors and suppliers appointed by us (contractors are also bound by GDPR).

## **Who we may share your information with if there is a lawful basis to do so**

We sometimes need to share the personal information we process with the individuals themselves, and also with other organisations. Where this is necessary, we are required to comply with all aspects of the Data Protection Act (DPA)

- Someone appointed by you to act on your behalf or someone who has statutory authority to act for you
- Other public bodies for example the Northern Ireland Housing Executive and the Councils
- Contractors and suppliers appointed by us
- Employment Agencies and potential employers

We may need to share information with these organisations for more than one reason and not all your personal information may need to be shared each time. We aim to minimise the personal information shared and the instances of sharing to what is needed for the specific purpose and in line with the Data Protection Act.

## **CCTV**

We use CCTV on our buildings to maintain the security of property, premises and staff, and for the prevention and investigation of crime. For these reasons the information processed may include visual images, personal appearance and behaviours.

## **If you choose not to give personal information**

We only process personal information where it is necessary to do so. If you choose not to disclose personal information this may impact on our ability to provide you with some of our services. If you choose not to give us information we will explain if this is likely to mean that we cannot deliver on our obligations to you.

## **Transfers**

### **Sending personal information abroad**

We do not send personal information abroad.

### **Retention of records**

The Commission will ensure compliance with GDPR and DPA by ensuring that effective management of records, from when they are created, how they are stored and used, through to their disposal or archival is in place.

### **How long we keep your personal information**

We always ensure that, in relation to your personal information, we keep only what we need for no longer than we need it.

Personal data which PRONI has received under the Public Records Act (NI) 1923 has been archived in the public interest, in line with the DPA and GDPR.

Our legal basis for retaining and disposing of information is set out in our Retention and Disposal Schedule.

### **What rights do I have?**

The GDPR provides you with a specific set of legal rights over your personal and sensitive data.

You are entitled to ask us to:

- Provide you with a copy of your personal information. This allows you to see how and why we are using your information and that we are doing so lawfully. This is commonly known as a Subject Access Request and must be replied to within one month.
- Correct your personal information if you think it is wrong or incomplete. We will take reasonable steps to check and correct your information.
- To erase your personal information and prevent processing in specific circumstances, often referred to as the 'Right to be Forgotten'.
- To 'block' or suppress the processing of personal data in specific circumstances.
- To provide you with your personal data in a format which can be used across different IT environments in specific circumstances.
- To accept your objection to your personal data being processed. This applies in certain circumstances.
- You also have the **Right to be Informed**. This means that when we collect personal information from you we will explain our purposes for processing your personal data, our retention periods for that personal data, and who it will be shared with

If you wish to exercise any of the rights listed above please contact the Commission's Data Protection Officer using the details above. Please be aware we may need to verify your identity before answering your request.

### **How to complain if you are not happy with how we process your personal information**

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the Commission's Data Protection Officer at the address above in the first instance.

If you are still not happy, you have a right to lodge a complaint with the Information Commissioner's Office (ICO):

The Information Commissioner's Office – Northern Ireland  
 3rd Floor  
 14 Cromac Place,  
 Belfast  
 BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114  
 Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)

### **Changes to this Privacy Notice**

We keep our privacy notice under regular review. If we make changes, we will update this notice. Check this notice to make sure you are aware of what information we collect, how we use it and the circumstances we may share it with other organisations.

This privacy notice was last updated in August 2020.