

PRIVACY NOTICE & APPLICANT DECLARATION

Full Name	
Date of Birth	
Current/Former Rank	
Service Number	

APPLICANT DECLARATION

1. I have read and understood the Privacy Notice (the **Privacy Notice**) attached at Appendix 1 and marked "*Data Controller: Northern Ireland Policing Board Privacy Notice.*"
2. I understand that in order for the Board to carry out its statutory functions, the Board can share information with any/all of the parties listed at Section 5 of the Privacy Notice (the **Interested Parties**).
3. I understand that in order for the Board to carry out its statutory functions, the Board is permitted to requisition medical/personal information from any/all of the Interested Parties.
4. I understand that I can object to the Interested Parties providing the Northern Ireland Policing Board (the **Board**) any/all of the requisite information, as detailed at Section 6 of the Privacy Notice (the **Requisite Information**).
5. I understand that if the Board does not obtain any/all of the Requisite Information and/or I object to the Interested Parties providing the Board with any/all of the Requisite Information then the Board may be unable to adequately process my pension and/or award(s).

Signature	
Date	

APPENDIX 1

DATA CONTROLLER: NORTHERN IRELAND POLICING BOARD

PRIVACY NOTICE

Processing applications in respect of Ill Health Retirement, Injury on Duty, Pensions and Adult Survivor/Dependent Awards

1. Introduction

The purpose of this Privacy Notice (the **Notice**) is to explain what information we gather about you, what we use that information for and who we give the information to. This Notice also details your rights in relation to the personal information you have shared with the Northern Ireland Policing Board (the **Board**) and how you can obtain further information in respect of the personal information you are sharing.

Data protection regulation is extremely important and we will always adhere to current legislation governing data protection, specifically we will always comply with current data protection legislation when dealing with your personal information. Further details in respect current data protection legislation can be found on the Information Commissioner's website (www.ico.gov.uk).

2. Who are we?

We are the Northern Ireland Policing Board.

References within the Notice to '*the Board*' '*we*' '*us*' and '*our*' refers to the Northern Ireland Policing Board.

3. Who is our Data Protection Officer?

Our Data Protection Officer is *Mr William Magee*.

Our Data Protection Officer oversees how the Board collects, uses and shares your information whilst ensuring that your rights are protected.

You can contact our Data Protection Officer by telephone (028 9040 8500) or via email at Data.protection@nipolicingboard.org.uk

4. Why are you processing my personal information?

The Board must collect and process personal information in order to meet its public function and to perform various legal and statutory duties conferred on it by legislation. In addition, the Police Administration Branch (the **Branch**) must process personal information in order to assess the working capacity of applicants as detailed below;

4.1. Managing and administering the Injury on Duty award scheme.

- 4.2. Managing and administering Ill Health Retirement applications.
- 4.3. Consider and process reassessments, reconsiderations and appeals in respect of Injury on Duty and Ill Health Retirement applications.
- 4.4. Consider and process adult survivor award applications.
- 4.5. Consider and process dependents' pension award applications.

The lawful basis for processing your personal information is provided under the following provisions of the **General Data Protection Regulation (GDPR)**;

- **Article 6(1)(e)**: *“processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.”*
- **Article 9(2)(b)**: *“processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the Controller or of the data subject in the field of employment and Social Security and Social Protection Law insofar as this authorised by Union or Member State law or collective agreement pursuant to Member State law providing for appropriate safeguards on the fundamental rights and interests of the data subject.”*
- **Article 9(2)(h)**: *“processing is necessary for the purposes of preventative or occupational medicine for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care treatment or the management of Health and Social Care systems and services on the basis of Union or Member State law are pursuant to contract with the health professional and subject to health conditions and safeguards referred to in paragraph 3.”*

If you do not supply the requisite information, it may not be possible to adequately process your pension/award(s).

5. Do you share my personal information with anyone?

In order to allow the Board to effectively complete its public functions it may be necessary for us to share your personal information with the following parties:

- 5.1. The Board's Selected Medical Practitioners (SMP), being a panel of legally appointed doctors. This is in order that an SMP can review your case history and prepare a report and recommendation for the Board.
- 5.2. The Department of Justice and their panel of Independent Medical Referees (IMR) being a panel of legally appointed doctors. This is in order that an IMR can review your case history and prepare a report and recommendation for the Board at appeal stage.
- 5.3. Your appointed representative (if applicable).
- 5.4. Your appointed legal representative (if applicable).
- 5.5. Your current/past GP (if applicable). This will enable the Board to obtain further corroborating evidence, if necessary, to assist in the progression of your case.

- 5.6. Your current/past specialist doctor or therapist (if applicable). This will enable the Board to obtain further corroborating evidence, if necessary, to assist in the progression of your case.
- 5.7. The Board's legal representative, being the Crown Solicitor's Office (if necessary).
- 5.8. PSNI Pensions Branch. This will enable the Board to facilitate any payments due and owing to you and deal with other miscellaneous financial issues.
- 5.9. PSNI Human Resources Branch. This will enable the Board to obtain further corroborating evidence, if necessary, to assist in the progression of your case.
- 5.10. PSNI Occupational Health and Wellbeing Branch. This will enable the Board to obtain further corroborating evidence, if necessary, to assist in the progression of your case.
- 5.11. Information Commissioner's Office. We may need to share your information if you complain about how we handle your personal information.
- 5.12. Pension's Ombudsman. We may need to share your information if you complain about how we have handled your case.

6. What information do you collect?

We process information relevant to the reasons/purposes stated above. This may include (but is not limited to);

- 6.1. Name.
- 6.2. Address.
- 6.3. Telephone number.
- 6.4. National insurance number.
- 6.5. Date of birth.
- 6.6. Physical health history (past and present).
- 6.7. Mental health history (past and present).
- 6.8. Details of medication (past and present).
- 6.9. Details of surgery (past or pending) and any other miscellaneous medical information.
- 6.10. Employment history (past and present).
- 6.11. Family, lifestyle and social circumstances (past and present).
- 6.12. Education history.
- 6.13. State benefit information (past and present).
- 6.14. Any other miscellaneous information that might assist the Board in processing your application.

7. How do you collect my personal information?

In order for us to carry out our statutory function, it is possible for us to requisition personal information from;

- 7.1. You.
- 7.2. Your appointed representative (if applicable).
- 7.3. Your legal representative (if applicable).
- 7.4. Your current/former GP (if necessary).
- 7.6. Your current/former specialist doctor/therapist (if necessary).
- 7.8. PSNI Human Resources Branch (if necessary).
- 7.9. PSNI Pensions Branch (if necessary).
- 7.8. PSNI Occupational Health & Wellbeing Branch (if necessary).

8. Do you transfer my personal information to other countries?

The Northern Ireland Policing Board does not transfer personal information overseas.

9. How long do you keep my personal data?

We will retain your data in line with the Board's Retention and Disposal Schedule.

10. What rights do I have?

You have various rights in respect of the personal information you have supplied to the Board which includes (but is not limited to);

- You have the right to object to the processing in specific circumstances.
- 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 rights in relation to automated decision making and profiling.](#)

11. How do I exercise my rights or complain if I am unhappy?

If you wish to exercise any of your rights or if you are unhappy with any aspect of this privacy notice please contact the Board's Data Protection Officer at:

Northern Ireland Policing Board
James House, Block D
2-4 Cromac Avenue
Gasworks
BELFAST
BT7 2JA

Telephone number and email address as at Section 3 above.

If you are still not happy and wish to lodge a complaint, or if you wish to find out more information generally about your rights, you can contact the Information Commissioner's Office at:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.org.uk Website: <https://ico.org.uk/global/contact-us/>