

## **Privacy Notice - Independent Custody Visitor (ICV) Volunteer Scheme**

### **Data Controller Name: Northern Ireland Policing Board**

Address: James House  
Block D  
2 – 4 Cromac Avenue  
Gasworks  
Belfast, BT7 2JA

Telephone: 028 90408500

Email: [information@nipolicingboard.org.uk](mailto:information@nipolicingboard.org.uk)

### **Data Protection Officer Name: William Magee**

Telephone: 028 90408500

Email: [Data.protection@nipolicingboard.org.uk](mailto:Data.protection@nipolicingboard.org.uk)

### **Why are you processing my personal information?**

- We need your personal information to allow us (the Board) to process your application in relation to the Independent Custody Visitor (ICV) volunteer scheme. If successfully appointed to actively undertake the ICV role your information will be used to administer your involvement in the Scheme throughout your term of appointment. If successfully appointed to the ICV reserve list your information will be kept and used to advise you of future ICV team vacancies when they arise.
- We have identified the lawful basis for processing your personal information as being covered under our public task as set out in Article 73 of the Police (Northern Ireland) Act 2000 and Police (Recruitment) (Northern Ireland) Regulations 2001. We will process special category data (as defined in Article 9 of GDPR) that includes race; ethnic origin; religion; and sexual orientation, for monitoring the diversity of our volunteers under the condition at Article 9(2)(b).
- If you do not provide the personal data requested we will be unable to process your application in relation to the ICV Scheme.

### **Do you share my personal data with anyone else?**

- We do not routinely share your personal data with any other organisations. We may on occasion need to share your personal data with 3<sup>rd</sup> party service providers, for example Independent Custody Visiting Association (ICVA), the

Police Service of Northern Ireland (PSNI), or a travel agency for attending a training event / conference.

- Due to the sensitive nature of Custody Visiting candidates will be required to **pass** a Counter Terrorism Check (CTC). You will be asked to submit information via the United Kingdom Security Vetting (UKSV). UKSV will be the data controller for this information. UKSV will tell us if your application has been successful or not.
- We may receive Freedom of Information and Environmental Information Regulations requests for a third party personal data. We have a legal obligation to process any personal data we hold when considering requests under these laws. In most cases we will consider whether disclosure would contravene principle (a) of the GDPR.

### **Do you transfer my personal data to other countries?**

- The Board does not transfer personal information overseas.

### **How long do you keep my personal data?**

We will retain your data in line with our Retention and Disposal Schedule which states:

- Recruitment files for unsuccessful candidates will be destroyed 3 years after the close of the competition.
- Recruitment files for successfully appointed candidates will be destroyed 3 years after the end of their term.

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

- You have the right to object to the processing in specific circumstances.

### **In addition:**

- 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.

**How do I exercise my rights or complain if I am not happy?**

You can find out more information about your rights on the [Information Commissioner's Office website](#) or you can contact them at the address provided below.

**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

Email: [Data.protection@nipolicingboard.org.uk](mailto:Data.protection@nipolicingboard.org.uk)

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

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

<https://ico.org.uk/global/contact-us/>