

NORTHERN IRELAND POLICING BOARD

Privacy Notice: Independent Members of the Policing, Community Safety Partnerships (PCSP)

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Data Controller Name: Northern Ireland Policing Board

Address: Northern Ireland Policing Board
James House, Block D
2 – 4 Cromac Avenue
The Gasworks
Belfast
BT7 2JA

Telephone: 028 90408500

Email: information@nipolicingboard.org.uk

Data Protection Officer Name: William Magee

Telephone: 028 90408500

Email: 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 appointment of Independent Members of PCSPs. If successfully appointed your information will be used to administer your involvement in the PCSP throughout your term of appointment.
- We have identified the lawful basis for processing your personal information as being covered under our public task as set out in Schedule 1 of the Justice Act (Northern Ireland) 2011. 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 Independent Members and to ensure that member of a PCSP are representative of the community in the district of which they are serving under the condition at Article 9(2)(b).
- We process information about criminal convictions and offences. The lawful basis we rely to process this data are Article 6(1)(e) for the performance of our

public task. In addition we rely on the processing condition at Schedule 1 part 2 paragraph 6(2)(a).

- If you are deemed suitable for appointment but not appointed at the time, we may ask if we can retain your information on a reserve list. If you say yes, we would retain your information for contact should any vacancies arise within the appointment term of four years.
- If you do not provide the personal data requested we will be unable to process your application in relation to the PCSPs.

Do you share my personal data with anyone else?

- The process must involve independent scrutiny at every stage by an appointed Impartial Assessor. Throughout the process the Impartial Assessor may request information regarding your application. The role of the Impartial Assessor is to assess the process, not the applicant.
- The Board will appoint a Complaints Monitor. We may share your information with the Complaints Monitor should you make a complaint at any stage throughout the process.
- During Stage Two of the appointment process we will share your name, address, contact telephone number and the eligible criteria section of your application form, with an external HR provider. This is for the management of shortlisting and interviews.
- The HR provider will share a list of names with Council panel members and an Independent panel member, to determine any conflicts of interest.
- The HR provider will share the eligible criteria section of your application form with Council panel members and an Independent panel member to complete shortlisting and interviews and to provide a list of appointable candidates to the Policing Board.
- Before an offer of appointment is made, you will be asked to complete an Access NI check, which will verify your declaration of unspent convictions. You must supply a copy of your certificate to the Board and any convictions listed may be shared with Board Members in order to make a decision regarding your appointment.
- If appointed the Board must publicise the composition of each PCSP through a press release. This may include your name, a summary of your career/experience, any political activity and any other appointments held.

- On appointment we will share your name and contact details with PCSP Managers within your appointed district.
- We may also share your name with the Department of Justice.
- We may have to share your personal information with the Information Commissioner's Office (ICO) if you complain to them about how we are handling your personal information.
- We are required to share your data to meet our legal or public function requirements, to pursue debt, for fraud, or crime prevention and detection purposes, or in your vital interest.
- We may receive Freedom of Information and Environmental Information Regulations requests for 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 Northern Ireland Policing 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
The Gasworks
Belfast
BT7 2JA

Email: Data.protection@nipolicingboard.org.uk

Telephone: 028 90408500

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

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

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DOCUMENT TITLE

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ONLINE FORMAT

This document is available in PDF format from our website. This document may also be made available upon request in alternative formats or languages. Requests should be made to the Northern Ireland Policing Board.

DISCLAIMER

While every effort has been made to ensure the accuracy of the information contained in this document, the Northern Ireland Policing Board will not be held liable for any inaccuracies that may be contained within.