



# NORTHERN IRELAND POLICING BOARD

---

## Privacy Notice: Stenographer

**DATA CONTROLLER: NORTHERN IRELAND POLICING BOARD**

**PRIVACY NOTICE**

**Stenographer**

**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](http://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](mailto:Data.protection@nipolicingboard.org.uk)

**4. Why are you processing my personal information?**

The Board has a statutory duty in relation to the administration of Police Appeals Tribunals pursuant to the Royal Ulster Constabulary (Appeals) Regulations 2000 and the Police Appeals Tribunals Regulations (Northern Ireland) 2016.

As you attend the Police Appeals Tribunal for the purpose of providing a verbatim record of the hearing we will process your personal information in order to process payment for the service you provide.

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

- **Article 6(1)(a or b):**

- (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

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

## **5. Do you share my personal information with anyone?**

The Board will not share your personal information with anyone.

## **6. What information do you collect?**

We process information relevant to the reasons/purposes stated above. This may include;

- 6.1. Name
- 6.2. Address
- 6.3. Telephone number
- 6.4. E-mail address
- 6.5. Financial information (for the purposes of processing payment)

## **7. How do you collect my personal information?**

In order for us to process your payments we will request your personal information from:

- 7.1. You

## **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: [caserwork@ico.org.uk](mailto:caserwork@ico.org.uk)

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

## Northern Ireland Policing Board

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

 **028 9040 8500**

 **information@nipolicingboard.org.uk**

 **www.nipolicingboard.org.uk**

 **policingboard**

 **@nipolicingboard**

 **nipolicingboard**

 **Northernirelandpolicingboard**

---

### DOCUMENT TITLE

**Northern Ireland Policing Board  
Privacy Notice: Stenographer**

---

### 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.