

NIPB Privacy Notice – Subject Access Requests

Data Controller Name: Northern Ireland Policing Board

Address: Waterside Tower
31 Clarendon Road
Clarendon Dock
Belfast
BT1 3BG

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 subject access request.

We have identified our legal obligation set out under Data Protection legislation as the lawful basis for processing your personal information.

If you decline to provide the personal information we have asked for we will not be able to process your request for information.

You can make a subject access request via a third party e. g. a solicitor acting on your behalf. In these cases, we need to be satisfied that the third party making the request is entitled to act on your behalf and it is their responsibility to provide evidence of this.

Do you share my personal data with anyone else?

We will not routinely share your personal information with any other organisations however:

Record No. 350783

- We may have to share your personal information with the Information Commissioner's Office (ICO) if you complain to them about how we have handled your subject access request or how we are handling your personal information.

Do you transfer my personal data to other countries?

We do not transfer personal information overseas.

How long do you keep my personal data?

We will retain your personal information relating to your subject access request in line with our Retention and Disposal Schedule which states:

- We will close our subject access request folder at end of each calendar year and retain the information for a period of 5 years before destroying it.
- We will close the spreadsheet we use to track the progress of subject access requests at the end of each calendar year and retain the information for a period of 10 years before destroying it.

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
Waterside Tower
31 Clarendon Road
Clarendon Dock
Belfast
BT1 3BG

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/>