



Northern Ireland
Assembly

Assembly Identification Pass Privacy Notice

May 2018 – V 1.2

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1.0 Background

- 1.1 This notice sets out how information provided during the issuing of an Assembly Identification pass (Assembly ID Pass) will be processed and retained securely on the Visitor Management System (VMS) at Parliament Buildings.
- 1.2 The Northern Ireland Assembly Commission introduced a new Assembly ID Pass and VMS for all Parliament Building users in January 2012.
- 1.3 The VMS system brings health and safety benefits by providing information on building occupancy in an emergency scenario, and enables security staff to assess the validity of each identification pass upon presentation.
- 1.4 The VMS consists of two elements:
- The Assembly ID Pass element: managing all Parliament Building users entitled to an Assembly ID Pass;
 - and the temporary visitor identification pass element: managing all Parliament Building users not entitled to an Assembly ID Pass, I.E. Press passes; Contractors passes; Temporary passes (Secretariat and Civil Servants); Visitor passes; Education passes; and Function passes, all of which are valid for the day of issue.

2.0 Assembly ID Passes

- 2.1 All Assembly ID Passes are issued and administered by Usher Services administration staff following receipt and verification of the correct form of application.
- 2.2 Usher Services administration staff manage and secure all information that will be required to issue a pass to an applicant, and ensures that the VMS meets its health and safety requirements: cleansing records and destroying data when it is no longer required.
- 2.3 Information held by the VMS in relation to ID Pass Holders' access and egress times at Parliament Building is automatically removed from the system each morning and cannot be used as a time management tool. However, the On-Site report displays the names of pass holders that have failed to sign-out on leaving, until the pass-holder marks themselves back into the system.

6.0 Managing Your Personal Data.

Managing Your Personal Data	
Why the Northern Ireland Assembly processes personal data?	The VMS system is required to provide health and safety information on building occupancy in an emergency scenario, and enables Usher Services staff to assess the validity of each identification pass upon presentation.

The lawful basis for processing personal data.	The processing of this data is deemed necessary for the administration of justice, or for exercising statutory, governmental, or other public functions.
From where do we capture your personal data?	When an applicant requests an Assembly Identification Pass, the Personal Information required to produce the pass is captured.
Do we share your personal data?	<p>Personal information is not automatically shared with other business areas, or organisations.</p> <p>It is intended, unless otherwise required by law, to safeguard all individuals' rights to privacy.</p>
Do we transfer your personal data to other countries?	Personal data is not transferred to other countries.
How long do we keep your personal data?	Personal Data is retained until there is no longer a requirement for the holder to retain an Assembly Identification Pass.
What rights do I have?	<ul style="list-style-type: none"> • 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. <p>You have the right to data portability, in specific circumstances.</p>
How do I make a complaint in relation to my personal data?	<p>The Northern Ireland Assembly Commission's Information Standards Officer may be contacted at the following address:</p> <p>The Information Standards Officer, Parliament Buildings, Ballymiscaw, Stormont, Belfast BT4 3XX</p> <p>Telephone: (028) 90 521137 Email: martina.dalton@niassembly.gov.uk</p> <p>If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):</p>

	<p>Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Tel: 0303 123 1113 Email: casework@ico.org.uk</p> <p>https://ico.org.uk/global/contact-us</p>
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4.0 **Issuing Assembly ID Passes**

4.1 Completed Pass Application forms are stored in secured office furniture managed by Usher Services administration.

4.2

Applicant	Form of Application	Application Disposal
Assembly Members.	Application processed following receipt of self-signed application form.	Shredded at start of following Mandate.
Members Staff. (Each Member is allocated three passes: Members Staff; Researcher and Partner Pass)	Application processed following receipt of application form signed by the Member.	Shredded at start of following Mandate.
Party Staff.	Application processed following receipt of application form signed by Party Whip.	Shredded at start of following Mandate.
Secretariat and Agency Staff.	Application processed following receipt of application form signed by Head of HR	Shredded following HR notification at end of employment / contract.
Civil Servants.	Application processed following receipt of application form by The Executive Office (TEO).	Shredded following notification from TEO or end of Mandate.
Support Services (Catering and Cleaning).	Application processed following receipt of application form signed by Support Services Manager.	Shredded following Support Service Manager notification.
Support Services (Assembly Broadcasting).	Application processed following receipt of application signed by Head of Communications.	Shredded following Head of Communications notification.
Media Correspondents; Regular; and Intermediate passes .	Application processed following receipt of application form signed by Head of Communications.	Shredded following Head of Communications notification.
Contractor.	Application processed following receipt of application form	Shredded following Head of Building Services notification.

	signed by Head of Building Services.	
Director approved passes.	Application processed following receipt of application form signed by an Assembly Director.	Shredded following Director notification; End of timed period; or End of Mandate.
Members of other Legislatures, representing NI Constituencies.	Application processed following receipt of self-signed form application.	Application Shredded when applicant no longer is a representative of a NI Constituency.

5.0 Security Clearance

- 5.1 Usher Services may issue an Assembly ID pass having had sight of an Access NI baseline certificate (including DBS – England and Wales; or Disclosure Scotland): issued within the last three months; or a higher level of clearance.
- 5.2 This process is outlined in the Assembly’s staff hand book section 1.08 Security Clearance Policy.
- 5.3 Usher Services do not keep copies of clearance certificates, following sight of a certificate it is returned to the owner.

5.4

Applicant	Form of Clearance
Secretariat and Agency Staff.	An Assembly ID Pass is issued following sight of current Basic level clearance processed by Usher Services. A record is kept on a spreadsheet of the certificate number, business area and date the certificate was seen. This record is removed after three months.
Support Services (Catering; Cleaning; and Assembly Broadcasting).	An Assembly ID Pass is issued following sight of recently processed Basic level of clearance. A record is kept on a spreadsheet of the certificate number, business area and date the certificate was seen. This record is removed after three months.
Contractor.	An Assembly ID Pass is issued following sight of current Basic level or higher level of clearance. A record of the clearance is kept on a secure contractor clearance Database which includes company name, clearance date, and DOB. The record on the clearance database is automatically removed when the clearance date has expired. The clearance date and company name also form part of the record on the VMS, which is removed at end of contract, or the clearance expires.

6.0 VMS records and Image Disposal

6.1 Images are stored securely and form part of each Assembly ID record on the VMS. The Image is also stored on a secure network drive for use in the event of the VMS being unavailable or for restoration of the system.

6.2

Assembly Pass Holder	Image, Record and Assembly ID Pass Disposal
Assembly Members; and Members of other Legislatures, representing NI Constituencies.	When it has been ascertained that the Member/representative is not eligible for an Assembly ID Pass for the new mandate the pass is deactivated; On return of the pass it is shredded; The Members record is removed from the VMS; And the Image cleansed from the secure network drive.
Members Staff; Party Staff.	Following an announcement of an election or notification from Whip or Member: Members Staff and Party Staff passes are deactivated; On return of the pass it is shredded; The record is removed from the VMS; And the Image cleansed from the secure network drive; Members Staff and Party staff are required to seek sponsorship from their member for the new Mandate.
Secretariat and Agency Staff.	Following notification from HR the member of staff's Assembly ID Pass is deactivated; On return of the pass it is shredded destroyed; The record is removed from the VMS; And the Image cleansed the secure network drive.
Civil Servants.	Following notification from The Executive Office (TEO) the Civil Servants Assembly ID Pass is deactivated; On return of the pass it is shredded; The record is removed from the VMS; And the Image cleansed from the secure network drive.
Support Services (Catering and Cleaning); Support Services (Assembly Broadcasting); Media (Correspondents; Regular and Intermediate passes); and Contractors.	Following notification from relevant Head of Business (Support Services Manager; Head of Communications; or Head of Building Services) the Pass Holder's Assembly ID pass is deactivated; On return of the pass it is shredded; The pass holders record is removed from the VMS; And the Image cleansed from the secure network drive.

Director approved passes.	Following notification from the Director or at the end of sponsorship date the pass Holders Assembly ID is deactivated; On return of the pass it is shredded; The record is removed from the VMS; And the Image cleansed from VMS and secure network drive.
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- 6.3 A Pass Holder may provide a written request for a digital copy of their image that is held on the system.