

Northern Ireland Assembly Commission: Library Privacy Notice (External Enquiries)

This Privacy Notice sets out how the Northern Ireland Assembly Commission uses and protects the information we collect from you, or that you provide to us in relation to the Assembly Library. Please read this notice to understand our views and practices regarding personal data and how we will treat it.

For the purposes of the Data Protection Act 1998, the “data controller” is:

The Northern Ireland Assembly Commission, Parliament Buildings, Ballymiscaw, Stormont Estate, Belfast, BT4 3XX.

What we collect

Your name and contact details, along with details of your enquiry.

Why are you processing my personal information?

Enquiry Sheets are completed for all but the most basic enquiries. This allows enquiries to be prioritised by urgency and to be handed over to colleagues effectively.

What is the lawful basis for processing my personal information?

Article 6 (page 36) of the General Data Protection Regulation sets out the legal basis for legitimate processing of personal data. For the Assembly Library to process external enquiries, the legal basis is as follows:

‘(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;’

Where do you get my personal data from?

External users of the Assembly Library provide their personal contact details when submitting an enquiry.

Do you share my personal data with anyone else?

No.

How long do you keep my personal data?

Enquiry Sheets are destroyed immediately upon completion of the enquiry.

Can I withdraw consent for my data to be used?

You can withdraw consent for your personal data to be held by the Assembly Library by contacting our data controller. Contact details are provided at the bottom of this notice.

However, withdrawing your contact details may mean that we will be unable to contact you with a response to your enquiry.

Changes to this Privacy Notice

This Privacy Notice will be reviewed and updated regularly. It was last updated on 9 April 2018.

What rights do I have?

- 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 the right to object to processing, in specific circumstances; and
- You have rights in relation to automated decision making and profiling.

Where can I obtain further information?

If you want to request information about this Privacy Notice, or if you would like to make an enquiry about personal information we may hold about you, please contact us at:

Data Controller Name: Northern Ireland Assembly Commission

Address:

Parliament Buildings
Ballymiscaw
Stormont
Belfast
BT4 3XX

Information Standards Officer: Martina Dalton

Email: martina.dalton@niassembly.gov.uk

Tel: 028 90 521147

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/>

I hereby give consent for my personal data to held by the Assembly Library as detailed above:

Name (please print):..... Signed

Date