



## PPS Privacy Notice – Public Consultation

### Status

The current status of this document is: Final

### Version History

Number of this Version: 2.0

Date of this Version: 01/08/2019

### Summary of Previous Changes

Previous Version Number	Previous Version Date	Summary of Changes
1.0	13/11/2018	Modified sections 2 and 5 to incorporate changes in the draft consultation privacy notice published by the DPO forum – to ensure consistency with other NICS Departments.

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## Document Location

The electronic version of this file is located at:

This document is also stored on the PPS intranet at: (Not yet)

## Distribution

This document has been distributed to:

Name	Role	Date of Issue	Version

## **Privacy Notice – Public Consultations**

### **1. Data Controller**

#### 1.1. The Data Controller is:

Public Prosecution Service, 93 Chichester Street, Belfast BT1 3JR

#### 1.2. The Data Protection Officer for PPS can also be contacted by email ([dpo@ppsni.gov.uk](mailto:dpo@ppsni.gov.uk)), or telephone (028 9089 7100).

### **2. Why are you processing my personal information?**

2.1. We process the information provided by you in your consultation response. You may withdraw your consent to the retention of this information at any time by emailing [info@ppsni.gov.uk](mailto:info@ppsni.gov.uk).

2.2. We process personal data provided in response to consultations for the purpose of informing the development of our policy, guidance, or other regulatory work in the subject area of the request for views.

2.3. We may also process your personal data in order to allow us to follow up on your response to our policy consultation.

2.4. This processing of this data is consistent with the statutory purpose of the PPS as set out in Sections 29-39 of the Justice (Northern Ireland) Act 2002.

2.5. The lawful basis we are relying on to process your personal data is Article 6(1)(e) of the GDPR, which allows us to process personal data when this is necessary for the performance of our public tasks in our capacity as a Government Department.

### **3. What categories of personal data are you processing?**

#### 3.1. The data processed may include:

- Name
- Email address
- Telephone/Mobile number
- Employment Address
- Details of any response we send to you

### **4. Where do you get my personal data from?**

4.1. We store only the information provided by you in your consultation response.

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

- 5.1. Whilst we will publish a summary of the consultation responses and, in some cases, the responses themselves, these will not contain any personal data. We will not publish the names or contact details of respondents, but will include the names of organisations responding.
- 5.2. We will not publish the responses or the personal data of respondents acting in a private capacity.

## **6. Do you transfer my personal data to other countries?**

- 6.1. Your data is stored on PPS servers which are located in the UK. We do not transfer this data to other countries.

## **7. How long do you keep my personal data?**

- 7.1. We retain your data in line with the PPS Retention and Disposal Schedule Data processed in relation to your response is normally held for 5 years.

## **8. What rights do I have?**

- 8.1. Your rights are as follows:

- 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 the processing, [in specific circumstances](#)
- You have rights in relation to [automated decision making and profiling](#)

## **9. How do I complain if I am not happy?**

- 9.1. If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the PPS Data Protection Officer at:
- 9.2. 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](mailto:casework@ico.org.uk)  
<https://ico.org.uk/global/contact-us/>