

Privacy Notice: Use of information on Stakeholder Contact List

Outline the lawful basis for processing.

We have identified the lawful basis for processing your personal information as CONSENT. The Probation Board requires your consent to retain your personal information for communication purposes. Your personal information in this case will be title, name, organisation, address, email, telephone/mobile number and/or social media addresses. You can amend or withdraw your consent at any time by contacting the Communications Unit in the Probation Board for Northern Ireland by e-mail: ivor.whitten@probation-ni.gov.uk or by telephone 028 90522 2522

Why are you processing my personal information?

We will process your personal information in accordance to your consent to send you communications that include publications, consultations and/or invitations.

Do you share my personal data with anyone else?

No. Although 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 information.

Do you transfer my personal data to other countries?

No.

How long do you keep my personal information?

We will only retain your personal information for as long as necessary and for the purposes described. Your information will be held in line with our Retention and Disposal Schedule which is available on our website at www.pbni.gov.uk. It will be retained securely and confidentially on our system.

What rights do I have?

You have a series of rights around access to your personal information. Those rights are:

- to obtain confirmation that your personal information is being processed, and have access to it;
- to have your personal information rectified if it is inaccurate or incomplete;
- to have your personal information erased and to prevent processing, in specific circumstances;
- to object to processing, halt or suspend the processing of your personal information while it is being checked; and
- In specific and limited circumstances, a right to "data portability" which means a right to receive or transfer certain personal information in a machine-readable way.

How do I exercise my rights or complain if I am not happy?

If you wish to exercise any of your rights or if you are unhappy with any aspect of this privacy notice, please contact the Probation Board's Data Protection Officer at:

Probation Board for Northern Ireland (www.pbni.org.uk)

80-90 North Street, Belfast, BT1 1LD

Email: DPO@probation-ni.gov.uk

Tel: 028 90522 2522

If you are still not happy, you can find out more information about your rights from the Information Commissioner's Office and you have the right to lodge a complaint.

Information Commissioner's Office (www.ico.org.uk)

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: casework@ico.org.uk

Tel: 0303 123 1113