

Department for Communities

Finance Council Liaison - Privacy Notice

(to be detached and passed to householder)

Data Controller Name: Finance Council Liaison – Department for Communities

Address: Causeway Exchange, 1-7 Bedford Street Belfast, BT2 7EG

Telephone: 028 90823375

Email: jeff.glass@communities-ni.gov.uk

Data Protection Officer

Telephone: (028) 9082 9200

Email: DPO@communities-ni.gov.uk

Why are you processing my personal information?

Information is retained and processed by Finance Council Liaison to enable the determination of the reimbursement of claims, received from local councils, by the Department for Communities (Local Government, Housing Regulation); the Department for Infrastructure (DfI Rivers) for the purpose of exercising its flood risk management functions and for the purposes of audit by the Northern Ireland Audit Office

The legislation governing the Scheme:

- a) Article 26 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1992 makes provision for a scheme of emergency financial assistance to district councils.
- b) Data Protection Act (DPA) 2018; and
- c) General Data Protection Regulations (GDPR).

If you want to look up the Article, further information is available from the Department for Communities website:

<https://www.communities-ni.gov.uk/articles/flooding-scheme>

What categories of personal data are you processing?

Categories of information processed include your full name, address, telephone number(s).

Do you share my personal data with anyone else?

DfC - Finance Council Liaison will retain all information provided by you on the application form; any additional information or evidence that you believe will assist your claim, submitted through the Council.

The Councils are acting as DfC's data processors and collect your data solely to process your claim for emergency financial assistance. Your data may also be shared with other key agencies and contractors to provide necessary support depending on your requirements.

DfC and our processors share responsibility for how your data is handled in line with data protection legislation.

The information detailed above, and any additional evidence you provide will be shared with the Department for Infrastructure (DfI Rivers) and the Northern Ireland Audit Office.

We may also share this information with enforcement agencies for the prevention or detection of crime/fraud in accordance with the appropriate legal authority to do so.

We may also share this information with translation service providers where the information is required to be translated into a different language, in accordance with our obligations under the Disability Discrimination Act 1995 and the European Convention Human Rights (ECHR).

How long do you keep my personal data?

We will only retain your data for as long as necessary to process your claim and in line with the Departmental Retention and Disposal Schedule:

<https://www.communities-ni.gov.uk/publications/dfc-disposal-records-schedule>

What rights do I have?

- You have the right to be informed (which we do in these pages);
- You have the right to obtain confirmation that your data is being processed, you also have 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 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 of your personal data in specific circumstances; and
- You have rights in relation to automated decision making and profiling.

How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the Data Protection Officer at the above address.

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/>