**Department of Health**

**Privacy Notice – Northern Ireland Public Data Panel (NIPDP)**

Data Controller Name: Department of Health (DoH), Northern Ireland Trusted Research Environment (NITRE)

Address: NIPDP, Care of, Health and Social Care, Northern Ireland Trusted Research Environment, whose address for these purposes is Health and Social Care, 12-22 Linenhall Street Belfast, BT1

Email: info@nipdp.org

Data Protection Officer Name: Charlene McQuillan

Email: DPO@health-ni.gov.uk

1. **Why are you processing my personal information?**

The Northern Ireland Public Data Panel (NIPDP) is a panel that has been set up to facilitate conversations with the public about data use in research, innovation, service delivery & decision-making. NIPDP is a joint enterprise between QUB and DOH.

This Privacy Notice explains how the Department of Health may process personal information in the delivery of the NIPDP. QUB have a separate [Privacy Notice](https://www.qub.ac.uk/privacynotice/OtherAreas/ListofOtherPrivacyNotices/NorthernIrelandPublicDataPanelParticipantPrivacyNotice.html) to explain how they process personal data for NIPDP.

We will hold and process the personal data of selected participates as a member of the Northern Ireland Public Data Panel (NIPDP).

Your data is provided to us by QUB, who will have received your personal data from the Sortition Foundation to plan and manage the Northern Ireland Public Data Panel (NIPDP). The Sortition foundation are contracted by QUB to recruit the panel.

The purposes for which we will process your data include:

* select participants to take part in engagement processes
* contact individuals as members of the NIPDP about the panel and their participation in engagement processes
* provide joining instructions for participants
* plan and facilitate NIPDP events and make relevant arrangements including seating plans, supporting participants’ needs (such as access and dietary requirements), processing thank-you gifts
* select replacement participants
* making payments.

Participants will be asked by the Sortition Foundation to give their consent for the processing of their personal data when they are selected to take part in the NIPDP. We will then rely on your consent as the lawful condition for processing your personal data and any special category data. This consent will be sought by NIPDP when you are invited to attended your induction. Further personal information (namely bank account details) will be collected by NIPDP to allow QUB to process participant payments.

Fully anonymised information, based on your personal data, may be used and shared elsewhere (e.g. demographic analysis); this information will contain no personally identifiable data.

All personal data will be stored securely on DoH/HSC systems and access to the data will be controlled and restricted to staff on a need to know basis. The personal data will not be shared with any other organisation or individual unless participants clearly consent to that sharing.

1. **Consent to process your personal data**

All participants will provide recorded, written consent for their data to be processed. A consent form will be provided to you by email in advance of your induction, and you will have time to complete the form before returning it on your Induction day. Please note, participants cannot proceed until all compliance and consent forms are completed and permission is granted by the participants to record, capture, and process their personal data.

Participants can opt out or withdraw consent for their personal data to be processed by contacting NIPDP by email, info@nipdp.org. Please allow for 28 days for us to respond to this request. More information for ‘freedom of information (FOI)’ and ‘subject access requests (SAR)’ can be obtained at <https://ico.org.uk/>. Please note the links are also provided below with more information.

1. **What categories of personal data are you processing?**

The data we will process will comprise of name, address, age, gender, nationality, ethnicity and educational attainment. This will also include your contact details to contact you for panel participation such as your phone number and email address. We will also require information relating to anydisability and practical needs you have for planning of the induction day and future events, such as accessibility and dietary requirements.

1. **Where do you get my personal data from?**

Your data will be shared with DoH – NITRE by QUB, once you have been selected as a member of the NIPDP, via their recruitment processes, which the Sortition Foundation have carried out. The information shared will have originally been provided by you to the Sortition Foundation directly for the purposes of registering your interest in participating on NIPDP. For more information of how QUB and Sortition Foundation process and share your personal data for these purposes, please see – [QUB/Sortition Foundation Data Protection Agreement](https://www.nipdp.org/Resources/).

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

The organisations and Institutions that may process your data with your consent are as follows, ‘Queens University Belfast (QUB)’, Department of Health (DOH/NITRE)’, in the delivery of the ‘Northern Ireland Public data Panel’ (NIPDP). We will not share your data with other organisations.

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

No, we will not transfer your personal data to other countries.

1. **How long do you keep my personal data?**

The retention period for the personal data will be for up to three years at which point the personal data will be securely destroyed or we will contact you to reconsent. The only exception to this is likely to be data (such as photographs) which are embedded in publications, and participants will be asked to explicitly consent to this use.

We will only retain your data for as long as necessary and will delete or anonymise personal data when it is no longer need for the purposes stated above. Your data will be managed in line with our approved retention and disposal schedules set out within [Good Management, Good Records](https://www.health-ni.gov.uk/topics/good-management-good-records).

1. **(If you use automated decision making or profiling) How do you use my personal data to make decisions about me?**

DOH do not use automated decision making or profiling to make decisions about you for the purposes of NIPDP.

1. **What rights do I have?**
* You have the right to obtain confirmation that your data is being [processed, and access to your personal data](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-of-access/)
* You are entitled to have personal data [rectified if it is inaccurate or incomplete](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-rectification/)
* You have a right to have personal data erased and to prevent processing, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-erasure/)
* You have the right to ‘block’ or suppress processing of personal data, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-restrict-processing/)
* You have the right to data portability, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-data-portability/)
* **You have the right to object to the processing,** [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-object/)
* **You have rights in relation to** [automated decision making and profiling](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/)
1. **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 *Department Data Protection Officer using the details above.***

**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: ni@ico.org.uk

[ICO Complaints Form](https://ico.org.uk/make-a-complaint/data-protection-complaints/)