

OFFICE OF THE CIVIL SERVICE COMMISSIONERS FOR NORTHERN IRELAND PRIVACY NOTICE

The Office of the Civil Service Commissioners for Northern Ireland (OCSC) is the data controller for the personal data processed on individuals in the undertaking of Commissioners' statutory duties and users of our website.

Data Controller: Office of the Civil Service Commissioners for Northern Ireland
Address: Room 105
Stormont House
Stormont Estate
Belfast
BT4 3SH
Telephone: 028 9052 3594
Email: info@commissioners.org

Data Protection Officer: Jonathan McAdams (NIO)
Telephone: 028 9076 5197
Email: foi@nio.org.uk

Why are you processing my personal information?

Commissioners have a statutory responsibility for ensuring that appointments to the Northern Ireland Civil Service (NICS) are made on merit on the basis of fair and open competition. Commissioners also have a statutory role which allows them to hear appeals under the NICS Code of Ethics. The vast majority of personal data processed by OCSC relates to the exercise of the powers and responsibilities set out in the [Civil Service Commissioners \(Northern Ireland\) Order 1999](#).

In broad terms, this legislation allows the OCSC to process data in relation to appointments to the NICS; to maintain the principle of selection on merit on the basis of fair and open competition in relation to selection for appointment to the NICS; and to consider and determine appeals made by existing civil servants under the NICS Code of Ethics.

We may hold your personal information to allow us to deal with your query or concern.

Where we are relying on your consent to process your personal data we will make this clear.

Where do you get my personal data from?

We receive personal data from:

- HR Connect on behalf of NICS as part of the procedure for appointments made through open competition to posts in the Senior Civil Service (SCS). The 4-Stage Authorisation Process for appointments to the SCS sets out the information and the assurances which must be checked by HR Connect or departments and agencies and provided to the OCSC to ensure that the Merit Principle is upheld throughout the NICS recruitment process;

- NICS departments and agencies and NICS HR in relation to requests for Commissioners' approval of appointments made by way of exception to the merit principle. The circumstances of appointments to be made other than in accordance with the Merit Principle are described in the Commissioners' [Recruitment Code](#);
- NICS departments and agencies and NICS HR in undertaking statutory audit functions to monitor the application of merit in NICS recruitment and selection processes; and
- civil servants or members of the public who provide personal information which may include the personal data of others involved in a concern or query being raised to Commissioners.

You will need to provide your personal information if you are an existing civil servant bringing an appeal under the NICS Code of Ethics to Commissioners. We may contact the NICS departments and agencies and NICS HR with your personal information, and the NICS may provide personal information in relation to the Commissioners' consideration / determination of a concern raised under the NICS Code of Ethics.

You may need to provide your personal information if you contact us or if you wish Commissioners to consider a concern / an issue raised by you which falls under our statutory role.

Our website collects data in relation to your visit to our website and does not identify you personally. It provides us with information including your Internet Protocol (IP) address, the pages you visited, when you visited and how long you visited the website for. We use this information to analyse usage of the website.

Do you share my personal data with anyone else?

To deliver our statutory role we may need to share your information with:

- the Northern Ireland Civil Service (NICS) departments and agencies, including NICS HR;
- HR Connect;
- Crown Solicitor's Office;
- Professional advisors, consultants or contractors working on OCSC's behalf, who are subject to obligations of confidentiality; and
- our sponsor Department NIO.

As required by law, we may disclose information to government bodies and law enforcement agencies for their enforcement purposes.

Do you transfer my personal data to other countries?

The OCSC does not transfer personal information overseas.

How long do you keep my personal data?

We will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected, or as required by applicable laws or regulations, and in line with our Retention and Disposal Schedule.

What rights do I have?

You have rights as an individual which you can exercise in relation to the information we process about you. To learn more about these rights, please visit the [ICO website](#).

You have:

- the right to be informed about the collection and use of your personal data;
- the right to access the data we hold on you;
- the right to have your data rectified if it is inaccurate or incomplete;
- the right to have your personal data erased in specific circumstances;
- the right to have your data restricted or blocked from processing in specific circumstances;
- the right to data portability in specific circumstances;
- the right to object to processing of your personal data; and
- rights in relation to automated decision making and profiling.

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 regarding the processing of your personal data, please contact the Data Protection Officer by sending an email to foi@nio.org.uk or write to:

Data Protection Officer
Stormont House
Stormont Estate
Belfast
BT4 3SH

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at:

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/>

Changes to this Privacy Notice

We keep our Privacy Notice under regular review. This Privacy Notice was last published in May 2018.