

Privacy Statement

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 purposes of processing personal data in the undertaking of Commissioners' statutory duties. The OCSC is an Arm's Length Body of the Northern Ireland Office (NIO).

Data Controller: Office of the Civil Service Commissioners for Northern Ireland
Address: 7th Floor
Erskine House
20-32 Chichester Street
Belfast
BT1 4GF

Data Protection Officer: Amanda Martin

Telephone: 028 9052 3577
Email: info@commissioners.org

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 that 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. All electronic records are securely stored on encrypted network servers; paper copies of documents are securely stored and shredded when no longer required.

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:

- NICS departments and agencies including NICSHR, People and Organisational Development (P&OD) and HR Connect in the course of Commissioners fulfilling their function of:
 - (a) chairing SCS recruitment competitions; and
 - (b) considering and determining appeals under the NICS Code of Ethics.

Information may also be received from organisations/individuals such as UK Civil Service, Civil Servants, members of the public, elected representatives and other such bodies.

- NICS departments and agencies, NICSHR and P&OD in undertaking statutory audit functions to monitor the application of merit in NICS recruitment and selection processes;
- 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; and
- An elected representative such as a Councillor or MLA, a Union Representative or any other nominated person acting on your behalf¹.

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, NICSHR and P&OD 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.

Web Analytics

Our website collects data via [Google Analytics](#) in relation to your visit to our website. The website does not use cookies to store personal information about people visiting the website. This data provided by Google Analytics allows the OCSC to track and

¹ It is the responsibility of the elected representative to obtain consent from the data subject to share personal information with the OCSC.

report website traffic and this information can be used to gauge how we can improve our website and create a better browsing experience.

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 NICSHR and People and Organisational Development (P&OD);
- HR Connect;
- Crown Solicitor's Office;
- Professional advisors, consultants or contractors working on OCSC's behalf, who are subject to obligations of confidentiality;
- our sponsor Department, NIO; and
- an elected representative such as a Councillor or MLA, a Union Representative or any other nominated person acting on your behalf.

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 outside of the United Kingdom.

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 draft Retention and Disposal Schedule (under review).

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 info@nicscommissioners.org or write to:

Data Protection Officer
Office of Civil Service Commissioners for Northern Ireland
7th Floor
Erskine House
20-32 Chichester Street
Belfast
BT1 4GF

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

ICO Office – Northern Ireland
3rd Floor
14 Cromac Place
Belfast
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114
Email: ni@ico.gov.uk

Changes to this Privacy Notice

We keep our Privacy Notice under regular review. This Privacy Notice was last updated in January 2023
