

PRIVACY NOTICE

Data Controller: The Executive Office, Covid Strategy and Recovery Division
Address: Castle Buildings, Stormont Estate, Belfast, BT4 3SR
Telephone: (028) 9052 3704
Email: covid.inquiry@executiveoffice-ni.gov.uk

Data Protection Officer: DAVID MOORE
Address: Room A5.12, CASTLE BUILDINGS, STORMONT, BELFAST, BT4 3SR
Telephone: 028 9052 6123
Email: DPO@executiveoffice-ni.gov.uk

Introduction

The Executive Office (TEO), Covid Strategy and Recovery Division, is committed to protecting your privacy. This privacy notice explains how The Executive Office applies data protection principles when processing personal data in the course of providing information to the UK Coronavirus (COVID-19) Inquiry (“the UK Inquiry”).

If you used to work for the department, or if you have shared your personal data with the department regarding an issue associated with the COVID-19 pandemic or in relation to the issue of pandemic planning before then, this notice will be relevant to you.

The UK Inquiry may ask TEO to release to it any of your personal data that is relevant to the UK Inquiry’s investigations. The full Terms of Reference for the UK Inquiry are available for reference on the UK Government website <https://covid19.public-inquiry.uk/>.

This notice sets out your privacy rights and how we gather, use and share personal data about you, when providing information to the UK Inquiry, in accordance with current data protection legislation.

It is important that you read this notice, so that you are aware of how and why we are using personal data.

This privacy notice will be regularly reviewed and may be subject to revision. Any significant changes on how we process and share your personal data will be clearly indicated in any subsequent versions. This is the first version of the privacy notice (31 October 2022).

It is designed to meet the requirements of the United Kingdom General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018 (DPA 2018), in terms of

your individual right to be kept informed about how and why we collect, and use information, about you.

Background

The Executive Office is providing information to the UK Inquiry, which has a remit to investigate the strategic elements of handling of the COVID-19 response in Northern Ireland. Over the lifespan of the UK Inquiry, the department will gather information held which has been sought by the UK Inquiry, review and prepare that information for secure sharing with the UK Inquiry and then implement that sharing.

Lawful bases

The lawful basis for sharing data with the UK Inquiry is:

Article 6(1)c of the UK GDPR:

“processing is necessary for compliance with a legal obligation to which the Ministers are subject”,

and Article 6(1)(e)of the UK GDPR:

“processing is necessary for the performance of a task carried out in the public interest”.

The lawful basis for gathering, reviewing and collating data in preparation to respond to the UK Inquiry is:

Article 6(1)e of the UK GDPR

“processing is necessary for the performance of a task carried out in the public interest”.

Data collection and processing

We will only collect and transfer personal data held by The Executive Office which we are required to provide to the UK Inquiry. In the course of our working relationship with you and the UK Inquiry, we may collect, store and use the following categories of personal data:

- information contained in your email signature, such as: name, job title, telephone numbers, and email addresses
- consultants or contractors’ names and contact details
- information that details your involvement in the COVID-19

This data will be processed by means of collecting, storing, recording, retrieval, reviewing and sharing with the UK Inquiry.

Your data will be collected from the department’s internal document management systems

Who we will share your data with

We will share your data with the UK Inquiry in order to comply with any section 21 Inquiries Act notices or Rule 9 requests of the Inquiries Rules 2006 served by the UK Inquiry on the department (as set out in the further information section below). There are clear processes in place, which govern the protection of your personal data.

Retention

The records and information identified for sharing with the UK Inquiry are retained in accordance with the department's records management policy. Those records will be retained for as long as they are required to support the department in its legal obligations.

What rights do I have?

Where we are processing your personal data due to a legal obligation, you:

- have the right to obtain confirmation that your data is being [processed, and access to your personal data](#)
- are entitled to have personal [data rectified if it is inaccurate or incomplete](#)

Where we are processing your personal data as part of our public task you also have:

- a right to have personal data erased and to prevent processing, [in specific circumstances](#)
- the right to 'block' or suppress processing of personal data, [in specific circumstances](#)
- the right to object to the processing, [in specific circumstances](#)

These rights are not absolute, and where there are legal requirements for us to process personal data we may not be able to action an erasure request.

For more information on the rights you have over how your personal data is handled, please visit [Your data matters | ICO](#).

Alternative formats / General enquiries

If you have any queries about this Privacy Notice, need a copy in an alternative format or language, or wish to exercise any of your rights as a data subject please contact us at –

covid.inquiry@executiveoffice-ni.gov.uk

Complaints

In the event that you are unhappy with how your personal data is processed you can raise your concerns to the Department's Data Protection Officer (see the contact details at the beginning of this Privacy Notice).

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

<https://ico.org.uk/global/contact-us/>

Further information

Where the Inquiry serves a notice under section 21 of the Inquiries Act 2005 on the department for the provision of relevant information, this creates a legal obligation on the department to comply. Relevant information may include personal data. This legal obligation on the Executive Office as the data controller permits the lawful processing of personal data under UK GDPR.

The department must provide the relevant personal data to the Inquiry to comply with the section 21 notice. Failure to comply with a section 21 notice may constitute contempt of court by the Executive Office.

In accordance with the Inquiries Act 2005, the Inquiry cannot make any determination as a matter of civil or criminal law but it will make findings about facts and recommendations. Its remit, set out in its terms of reference, is to review the strategic handling, including by the Executive Office, of the COVID-19 pandemic response.

Changes to this Privacy Notice

This privacy notice will be regularly reviewed and may be subject to revision. Any significant changes on how we process and share your personal data will be clearly indicated on any subsequent versions. This is the first version of the privacy notice 01 November 2022.