



Privacy Notice – Survey

Data Controller Name: Department of Education
Address: TPL Team, 43 Balloo Road, Rathgill, Bangor, BT19 7PR
Email: tpl@education-ni.gov.uk

Being transparent and providing accessible information to individuals about how we may use personal data is a key element of the [Data Protection Act \(DPA\)](#) and the [UK General Data Protection Regulation \(UKGDPR\)](#).

The Department of Education (DE) is committed to building trust and confidence in our ability to process your personal information and protect your privacy.

Why are you processing my personal data?

The Department of Education is conducting a consultation in relation to “Leading Together for Excellence: A Transformed NI Strategy for Teacher Professional Learning”.

We are seeking your views in response to the consultation for the purpose of informing the development of our policy, guidance, or other regulatory work in the subject area.

The personal data we require from you when completing the consultation/survey is listed within this privacy notice under ‘what categories of personal data are you processing?’.

It is mandatory to provide this information.

What categories of personal data are you processing?

Categories of information processed may include:

- *Name,*
- *email address*

Citizen Space logs all activity on customer sites at server level and this includes IP addresses. This is specifically for the purpose of detecting and responding to security incidents (such as denial-of-service attacks). By default, responses in Citizen Space include the IP address(es) used during your submission, this information appears alongside the final responses that are shared with the Department. The Department may process IP addresses to produce statistics, or to identify suspicious responses, such as in the case of automated submissions, duplicate submissions, or where inappropriate content has been submitted.



Where do you get my personal data from?

From you, via Citizen Space, a NI Government Citizen portal used to securely collect information, should you choose to respond to the consultation.

How will my information be used and shared?

We process the information internally for the above stated purpose. The data will be shared internally within DE. We will consider the responses received and, following that, publish a report on the Departmental website, which may outline feedback received and the Department's next steps. We will not publish the names or contact details of individual respondents.

The Department is using Citizen Space to conduct this consultation. Citizen Space is a company separate from Government but it has been identified by the Department of Finance as appropriate for use by NI Government Departments for surveys and consultations.

We will only use your information for the purposes of analysis and reporting of consultation responses.

Do you transfer my personal data to other countries?

No.

How long will you keep my personal data?

We will retain your data for 5 years in line with the Department's Retention and Disposal Schedule.

What are my rights? Not all rights will be applicable as these are based on the legal justification for processing.

- You have the right to obtain confirmation that your data is being [processed, and 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 and 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](#), in specific circumstances
- You have rights in relation to [automated decision making and profiling](#).

If these rights are applicable and you wish to exercise these please email
Dataprotectionofficer@education-ni.gov.uk



How to complain if you are not happy with how we process your personal information

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the Department's Data Protection Officer at dataprotectionofficer@education-ni.gov.uk

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

Contact details of the ICO are available at <https://ico.org.uk/global/contact-us/>