



Privacy Notice – Review of Temporary Variation (TV) Policy Consultation

Data Controller Name: Department of Education
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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 (the Department) 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 is conducting this survey as part of the public consultation regarding how the Department could change its approach to the Temporary Variation (TV) Policy.

We are seeking your views in response to this survey “Review of Temporary Variation (TV) Policy” 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 survey is listed within this privacy notice under ‘what personal data are you processing?’.

Participation in this consultation is voluntary. You do not have to provide personal information unless it is necessary for submitting your response. Please avoid including personal or sensitive information about yourself or others in free-text responses unless it is relevant to your consultation response.

Lawful basis for processing

The lawful basis for processing your personal data is:

- UKGDPR **Article 6(1)(e)** public task, underpinned by [The Education Reform \(Northern Ireland\) Order 1989](#)



What categories of personal data are you processing?

The personal data being processed are:

- Personal opinions via free texts. Types of respondent (parents, members of teaching profession, members of public etc.)
- IP addresses

Please note the Department is not collecting special category data as part of this consultation. We would advise respondents to avoid including sensitive personal information in their responses where possible.

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?

The Department is using Citizen Space to conduct this consultation/survey. 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.

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. No individual or organisation will be identified or identifiable in the published report.

Do you transfer my personal data to other countries?

No.

How long will you keep my personal data?



The Department may retain an anonymised dataset of responses to this survey indefinitely under data protection legislation and in compliance with the relevant data processing conditions for research and statistics, to allow further analysis of the data.

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; and
- 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/>