



Department of
Education
www.education-ni.gov.uk

Privacy Notice

Privacy Notice – Pre-school Admissions Consultation: Socially Disadvantaged Circumstances (SDC) Criterion

Data Controller Name: Department of Education

Address: Pre-school Standardisation Programme Team
Rathgael House,
Balloo Road, Rathgill, Bangor, BT19 7PR

Email: de.earlyyears@education-ni.gov.uk

Why are you processing my personal information?

We are seeking your views in response to **the consultation on any future prioritisation of children from socially disadvantaged circumstances** for the purpose of informing the development of our policy, guidance, or other regulatory work in the subject area.

We may publish a summary of the consultation responses and, in some cases, the responses themselves but these will not contain any personal data. We will not publish the names or contact details of respondents but will include the names of organisations responding.

Lawful basis for processing

The lawful basis we are relying on to process your personal data is Article 6(1)(e) of the UK GDPR, which allows us to process personal data when this is necessary for the performance of our public tasks in our capacity as a Government Department, in accordance with Section 8 of the Data Protection Act 2018.

What categories of personal data are you processing?

Your name, email address, opinions and if appropriate, the organisation that you are responding on behalf of.

Please note: 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.



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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.

Do you share my personal data with anyone else?

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. 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.

Do you transfer my personal data to other countries?

No. We don't transfer any personal data to other countries.

How long do you keep my personal data?

We will retain consultation responses for 5 years in line with the Department's Retention & Disposal Schedule.

What rights do I have?

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](#)



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- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#).
- You have a right to have personal data [erased](#), 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 do I complain if I am not happy?

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/>