Analytical Services Unit (ASU) is a group of people who do statistics and research for the Department of Education.

The General Data Protection Regulation (GDPR) is a new law that says that organisations that process personal information need to act within the law.

Processing personal information can mean a lot of things - like collecting it, keeping it, doing something with or to it, or deleting it.

The Department of Education is the Organisational Data Controller for ASU.

The Department’s address is:
Department of Education
Rathgael House
Balloo Road
Rathgill
Bangor
BT19 7PR
The Data Protection Officer for the Department of Education is Alan MacDonal.

Alan MacDonald’s address is:
Department of Education
Rathgael House
Balloo Road
Bangor
BT19 7PR

His email address is: alan.mcdonald@education-ni.gov.uk
His telephone number is: 028 91279788

This Privacy Notice tells you how ASU will use your personal information to do its work, and make sure the personal information we hold about you is kept private.

This Privacy Notice does not list everything, but it does tell you how ASU will deal with personal information that it collects and uses for statistics and research.

What type of information do we need?

ASU collects and uses personal information like postcodes, and special personal information like ethnicity and religious belief, to
allow us to do statistics and research. We collect information about things like:

- Schools and pre-school centres
- Pupils in schools or in pre-school centres
- Teachers and other people who work in schools

**Why do we use this information?**

ASU collects and uses personal information for statistics and research, so that the Department of Education can do the work it needs to do.

There are laws that tell the Department how it needs to work. One of these laws is the Education Reform (NI) Order 1989.

Another law is the Northern Ireland Act 1998. Part of the Northern Ireland Act 1998 called Section 75 says that the Department has to make sure that people are treated equally.

The Education and Libraries (NI) Order 2003 says that the Education Authority and schools have to give the Department the information it needs to do what the law says it has to do.
The GDPR says that ASU can only process personal information for certain reasons. Unless we say something else, ASU will use personal information and special personal information to enable the Department of Education to do its job.

ASU can use special personal information too for statistical or research purposes.

**How do we get personal information?**

To help the Department do what the law says it has to do, ASU can ask schools for information.

In some cases, ASU will give you a Privacy Information Statement to tell you how we will use your personal information.

**Who will we share information with?**

ASU will look after all the information we hold. We will keep it safe and private. The information we hold about you will only be used for statistics and research. It will not be used for anything else.
Only people who work in ASU, or organisations who have a contract with ASU and are involved in statistics and research, will be able to see and use the information we hold about you.

**How long will we keep your personal information?**

The Department has a Retention and Disposal Schedule that tells how long information should be kept for and when it should be destroyed.

ASU is allowed to keep personal information so that it can be used for statistical and research in the future. We will only keep your personal information if it is going to be needed for future statistics or research.

**Data Breaches**

A personal data breach is a breach of security that leads to personal information that has been sent, stored or used, being accidentally or illegally destroyed, lost, changed, shared with someone else without permission, or seen by someone who shouldn’t see it.
Organisations have to report some types of personal data breach to the Information Commissioner’s Office within 72 hours of finding out about the breach, if they can.

If a personal data breach is likely to badly affect your rights and freedoms, we must let you know as soon as we can.

The Department has made sure that it has ways to find, investigate and report on data breaches, and to decide whether or not we need to let the Information Commissioner’s Office or you know about a data breach.

We keep a record of any personal data breaches that happen, whether we tell you or the Information Commissioner’s Office about them or not.

If you think that your personal information has been affected in some way, please let us know.

Parents/Guardians

If you write to us about your child, we can ask you to confirm who you are, as their parent / guardian, before we can reply to you. We can also ask you to show us that your child has allowed you to write to us on their behalf.
This is because, under data protection law, your child’s personal information belongs to them and we need to make sure that they allow us to share their information with you.

We might need to share your letter or email with education bodies like the Education Authority so that they can help us to give you an answer.

**What are your rights?**

If your personal information is held by the Department of Education you have rights under data protection law. If you would like to talk to someone about these rights *and* the data we hold about you, please contact our Data Protection Officer.

Please be aware that if your personal information is being held for statistical and research purposes only, we may not have to comply with these rights.

You can find out more about your rights under GDPR at the Information Commissioner’s website at this link [Your Rights](#).
Complaints

If you are not happy with about how ASU have used your personal information you can contact the Department of Education’s Data Protection Officer.

If you are not happy with the Data Protection Officer’s reply to your complaint, or if you think that ASU are not using your personal information in the way the law says it should, you can write to the Information Commissioner:

casework@ico.org.uk, or
Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
CHESHIRE
SK9 5AF

This privacy notice was last updated on 21 June 2018.