



## **EXCEPTIONAL CIRCUMSTANCES BODY - PRIVACY NOTICE 2018**

### **Why Personal Information Is Processed**

The Exceptional Circumstances Body is a Body established by the Department of Education to process applications from parents which relate to admissions to post primary school (Years 8 to 12 only) where it is claimed that a child must attend a particular school but an application through the normal admissions process has failed.

The Exceptional Circumstances Body's legislative basis is "Education (Northern Ireland) Order 2006. This can be found on <http://www.legislation.gov.uk/nisi/2006/1915/contents>

The Department of Education's registration with the Information Commissioner's Office can be found on

<https://ico.org.uk/ESDWebPages/Entry/Z6640165>

The Exceptional Circumstances Body processes personal information to deliver its remit as set out in the legislation

The lawful basis for processing may be:

- (a) performance of a request from the data subject;
- (b) compliance with a legal obligation;
- (c) protection of the vital interests of the data subject or another person; and/or
- (d) performance of a task carried out in the public interest or in the exercise of official authority vested in the Exceptional Circumstances Body.

### **Categories of Personal Data**

Personal information processed by the Exceptional Circumstances Body includes:

- pupils and/or parents/guardians/representatives;
- teachers;
- advisers, consultants and other professional experts; and

The categories of personal information processed by the Department include:

- personal details;
- family, lifestyle and social circumstances;
- employment and education details;
- details in relation to school inspections carried out by the Education Training Inspectorate;
- offences (including alleged offences);
- criminal proceedings; and
- court decisions/rulings.

In addition the following sensitive personal data may be processed:

- (a) [Section 75 category](#) information;
- (b) medical details;

### **Who Personal Data May be Shared With**

The Exceptional Circumstances Body may share the personal information we process with the data subject and also with other organisations if required. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA) 2018.

Below is a description of the types of organisations we may need to share personal information with:

- data subjects and/or their representatives;
- Schools and the Education Authority
- Members of the Exceptional Circumstances Body

### **Retention of Personal Data**

The Exceptional Circumstances Body will only retain personal data for as long as it is required, for the purpose(s) for which it was obtained, and in line with Department of Education Retention and Disposal Schedules.

## The Rights of Data Subjects

- You have the right to obtain confirmation that your data is being [processed, and have 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 you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact:

Alan Macdonald  
Data Protection Officer  
Department of Education  
Rathgael House  
Balloo Road, Rathgill  
Bangor, BT19 7PR

Telephone: 028 9127 9788  
Email: [alan.macdonald@education-ni.gov.uk](mailto:alan.macdonald@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):

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
<https://ico.org.uk/global/contact-us/>