Analytical Services Unit (ASU) carries out statistics and research on behalf of the Department of Education. The General Data Protection Regulation (GDPR) requires organisations that process personal data to meet certain legal obligations. Within the meaning of the Act, Department of Education (DE) is the organisational Data Controller for ASU. Given below are the contact details for the DE Data Protection Officer.

**Data Controller**
Department of Education
Rathgael House
Balloo Road, Rathgill
Bangor
BT19 7PR

**Data Protection Officer**
Alan MacDonald
Department of Education
Rathgael House
Balloo Road, Rathgill
Bangor
BT197PR

telephone: (028) 901279788
email: Alan.macdonald@education-ni.gov.uk

This Privacy Notice explains how ASU will use your personal information and protect your privacy. This Privacy Notice does not provide exhaustive detail. This document therefore relates to how ASU will manage personal data collected and processed for statistics and research purposes.

**What type of information we need**

To carry out our statistics and research duties, ASU collects and processes information on personal data (e.g. residential postcode) and special personal data (e.g. ethnic origin, religious belief). Information we collect includes:

- Schools and voluntary and private pre-school centres
- Pupils in schools or in voluntary and private pre school centres
- Teachers and school workforce

**Why we process personal information**

DE ASU collects and processes personal information for statistics and research purposes, in order to meet the legal obligations and public functions of the Department of Education. These obligations and functions include:

- The statutory provisions providing the duties of the Department are contained in the Education Reform (NI) Order 1989. Article 3 places a duty on the Department to promote the education of the people of Northern Ireland and secure the effective execution by the Education Authority and other bodies of the Department’s policy in relation to the provision of the education service;

- The Department has duties under Section 75 of the Northern Ireland Act 1998 to have due regard to the need to promote equality of opportunity:
  - between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
  - between men and women generally;
  - between persons with disability and persons without; and
  - between persons with dependants and persons without.
In addition, without prejudice to the above obligation, in carrying out its functions the Department is required have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group; and,

- The processing of data by the Department is provided for under statutory provisions listed in the Education and Libraries (NI) Order 2003 Article 37 provides that the EA and schools shall make such reports and returns and give such information to the Department as the Department may reasonably require for the purposes of its functions under any statutory provision.

The GDPR requires that processing of personal data is only undertaken under a fixed list of conditions. Unless stated otherwise, DE ASU's processing of personal data/special personal data is carried out under the following condition: “Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.”

In addition, DE ASU may also process special personal data. The condition that DE ASU process this data is that: “Processing is necessary for archiving in the public interest, scientific or historical research purposes or statistical purposes based on UK law.”

How we obtain personal data

In order to carry out the statutory functions of the Department ASU may obtain personal information directly from schools. In some circumstances DE ASU will provide you with a Privacy Information Statement, to explain in more detail how we may use your personal information.

Who the information may be shared with

DE ASU treats all the data we hold with respect, keeping it secure and confidential. Your personal data will solely be used for statistics or research purposes. Personal data collected or held by DE ASU for statistics or research purposes will not be disclosed for other purposes. Only DE ASU officials or organisations under/in contract with DE ASU and involved in the production of statistics or research will be able to access and use your personal data.

How long we keep your personal data

DE ASU will hold personal data in line with the Department of Education Retention and Disposal Schedule. The Act does allow for personal information held solely for statistics or research purposes to be retained for future use. However DE ASU will only continue to hold personal data where there is a clear need for this data to be used in future statistics or research.

Data Breaches

A personal data breach is defined as a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal information transmitted, stored or otherwise processed. All organisations have a duty to report certain types of personal data breach to the relevant supervisory authority (the Information Commissioners Office) within 72 hours of becoming aware of the breach, where feasible. If the breach is likely to result in a high risk of adversely affecting your individual rights and freedoms, we must also inform you without undue delay. We operate robust breach detection, investigation and internal reporting procedures to facilitate decision-making about whether or not we need to notify the relevant supervisory authority and you. We maintain a record of any personal data breaches, regardless of whether they were notified to the ICO or to you. If you believe your Personal Data has been compromised, then please contact us using the contact details provided.
Parents/Guardians

If you write to us about your child, we may ask you to confirm your identity, as their parent/guardian before we can action your correspondence. Further, we may ask you to provide evidence that they have given you their consent to write to us on their behalf, because under data protection law, their personal data belongs to them and we may need evidence of their consent before we action your request. In addition, we may need to share your correspondence with specific education bodies such as the Education Authority, in order to help DE answer it.

What are your rights?

As a data subject (someone whose personal data are held by us as data controller) you have rights under data protection law. If you wish to discuss exercising any of these rights in relation to data we hold, please contact our Data Protection Officer. If your data are being held for statistical purposes only, we may be exempt from complying.

These web links will take you to the ICO website where you will find more information about your Rights under GDPR:

- You have the right to obtain confirmation that your personal 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

You can raise a complaint about how DE ASU have handled your data by contacting the Department of Education Data Protection Officer. If you are not satisfied with the response to your complaint or you believe DE ASU are not processing your personal data in accordance with the law, 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 24 May 2018.