

## **NORTHERN IRELAND LOCAL GOVERNMENT OFFICERS' SUPERANNUATION COMMITTEE ("NILGOSC")**

### **Data Protection Privacy Notice (Committee Members)**

This Privacy Notice is for members publicly appointed to the Northern Ireland Local Government Officers' Superannuation Committee and Pension Board. This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during your Committee membership and after it ends. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

This Privacy Notice is available on NILGOSC's website at the following link:

<http://www.nilgosc.org.uk/committee-handbook>

#### **Who collects the information**

NILGOSC is a 'data controller' and gathers and uses certain information about you.

#### **Data protection principles**

We will comply with the data protection principles when gathering and using personal information.

#### **What information**

We may collect information during your employment and/or Committee membership including the following (without limitation):

- Your name, contact details (i.e. address, home and mobile phone numbers, email address) and emergency contacts (i.e. name, relationship and home and mobile phone numbers);
- Details of salary and benefits, bank/building society, National Insurance and tax information, your age;
- Details of your spouse/partner and any dependants;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs (including special category personal information);
- Information on any criminal records;
- Information on grievances raised by or involving you;
- Information on conduct and/or other disciplinary issues involving you;

- Details of your appraisals and performance reviews;
- Details of your training and attendance records;
- Photographs;
- Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation; you will be notified separately if this is to occur); and
- Details in references about you that we give to others;
- Details included on your register of interests.

### **Special category information we collection about you**

Some of the information we collect about you may contain special category personal data or information relating to criminal records about you for the purposes of (i) diversity and monitoring, (ii) preventing or detecting unlawful acts, (iii) assessing working capacity; or otherwise because we have to by law. Special categories of personal data and criminal records information will be handled with utmost confidentiality.

### **How we collect the information**

We may collect this information from you, your personnel records, Government departments, consultants and other professionals we may engage, e.g. to advise us generally and/or in relation to any grievance, conduct appraisal or performance review procedure, automated monitoring of our websites and other technical systems, such as our computer networks and connections, communications systems, remote access systems, email and instant messaging systems, intranet and internet facilities, telephones, voicemail and mobile phone records.

### **Why we collect the information and how we use it**

We will typically collect and use this information for the following purposes:

- for compliance with a legal obligation;
- to carry out the performance of a task in the public interest or in the exercise of official authority.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any material changes to information we collect or to the purposes for which we collect and process it.

We will ensure, so far as is possible that the information held about you is accurate, and where necessary, kept up to date. However, it is your responsibility to ensure that any changes to your information held by us are notified to the Chief Executive or your usual contact as soon as possible. In the absence of evidence to the contrary, NILGOSC will assume that the information provided by you is accurate. If there is any reasonable doubt as to the accuracy of the data, we will contact you to confirm the information. Should you inform us or otherwise become aware of any inaccuracies of the information, the inaccuracies shall be rectified promptly.

## **How we may share the information**

We may also need to share some of the above categories of personal information with other parties, such as external contractors, referees, banks/financial institutions, security providers and our professional advisers. We may also be required to share some personal information as required to comply with the law.

Some of those organisations will simply process your personal data on our behalf and in accordance with our instructions, these include:

- Software Providers
- Suppliers of Communication Services
- Supplier of IT, document production, management and distribution services
- Supplier of Printing Services
- Suppliers of Banking Services
- Suppliers of Training Services

Other organisations will be responsible to you directly for their use of personal data that we share with them. They are referred to as data controllers and include:

- External Auditors
- Internal Auditors
- Northern Ireland Civil Service Departments
- Other Government Departments
- Investment Fund Managers

We do not use your personal data for marketing purposes and will not share this data with anyone for the purpose of marketing to you or any beneficiary.

## **Where information may be held**

Information may be held at our offices. We have organisational and technical security measures in place that seek to ensure there is appropriate security for the personal information we hold, including those measures detailed in our Data Protection Policy and Information Security Policy.

## **How long we keep your information**

For legal reasons, we will generally keep your information during and for up to 6 years after your Committee membership has ended and for no longer than is necessary for the purposes for which the personal information is processed.

## **Your rights**

You have a right to access and obtain a copy of the personal data that NILGOSC holds about you and to ask the NILGOSC to correct your personal data if there are any errors or it is out of date. In some circumstances you may also have a right to ask the NILGOSC to restrict the processing of your personal data until any errors

are corrected, to object to processing or to transfer or (in very limited circumstances) erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline 0303 123 1113.

If you wish to exercise any of these rights or have any queries or concerns regarding the processing of your personal data, please contact NILGOSC using the details provided below. You also have the right to lodge a complaint in relation to this privacy notice or the NILGOSC's processing activities with the Information Commissioner's Office which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Contacting us**

If you have any queries or concerns about the content of this privacy notice, please contact NILGOSC's Data Protection Officer at:

**Telephone:** 0345 3197 320

**Email:** [governance@nilgosc.org.uk](mailto:governance@nilgosc.org.uk)

### **Changes to this policy**

We will take all measures necessary to communicate any changes to this policy to you.