

Privacy Notice for Section 75 Equality

The Section 75 Statutory Duty

Section 75 of the 1998 NI Act requires designated public authorities to comply with two statutory duties – first, the equality of opportunity duty and, secondly, the good relations duty.

With regard to this privacy notice two specific aspects of the above are pertinent – consultation and complaints:

- Consultation would involve ensuring that where necessary consultees are informed of relevant documentation being available and also asked to respond to specific consultations being undertaken by Council with regard to the statutory duty.
- A complaints system is part of the Section 75 statutory duty process and a person who feels that they have been directly impacted upon by any activity/policy of Council may make a complaint in this regard.

What data we need

Lisburn & Castlereagh City Council is the 'Controller' of the data/personal data that you provide to us. Where we collect basic personal data such as name, address, email etc. this is generally the personal data we would require from you in order to deal with your complaint.

Data and/or Personal Data

Consequently, in light of the above the following may be noted in respect of data/personal data presently held in respect of the statutory duty:

- Consultation - consists of a consultee list (specifically held for Section 75 purposes) which comprises mainly organisations and groups contact details, but with generally a very small number of individuals contact details contain therein also. This list is updated on an annual basis and consultees given an option of remaining on the list or being removed from it at that stage.
- Complaints - regarding complaints made to Council in respect to the Section 75 duty obligations would generally come from individuals and consequently some personal data would necessarily be held in order to deal with the complaint, and this could contain all or a combination of, for example, name, address, e-mail address, phone/mobile number.

Why we need data

We need to know data/your basic personal data in order to both consult with our consultees as well as acknowledge receipt of any complaint and to provide a complainant with a response to their complaint. We will not collect any data/personal data from you we do not need in order to fulfil and implement the Section 75 statutory duty.

What we do with data

GDPR provides us with the main responsibilities for processing data/personal data. All information provided by you is held securely and in confidence electronically and/or on other records. When any information is processed it is done so in compliance with GDPR.

All data/personal data is processed by our staff in the UK. For the purposes of IT hosting and maintenance, however, this information is deemed to be located on servers within the European Union. No third parties have access to any data/personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of data/personal data.

How long we keep data

We are required under UK law to keep data/basic personal data (name, address, contact details) for seven years after which time it will be destroyed. Contact details provided to Council in respect of the consultee list will be retained until the contact notifies Council that they no longer wish to remain on the list (as noted above consultees are provided with an annual opportunity to remain/not remain on the consultee list).

Who will your information be shared with?

Data/personal data is recorded by the officer responsible for Section 75 Equality at the Council. We may disclose information to third parties where we are required to do so and/or it is necessary to comply with a legal obligation.

What are your rights?

While you are responsible for providing us with accurate information if at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted.

If you wish to raise a complaint on how we have handled your data/personal data, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your data/personal data not in accordance with the law you have the right to complain to the Information Commissioner's Office (ICO), www.ico.org.uk or 0303 123 1113.

Our Data Protection Officer can be contacted at:

data.protection@lisburncastlereagh.gov.uk

Full details of can be found on the Lisburn & Castlereagh City Council website:

www.lisburncastlereagh.gov.uk

Update to the Privacy Notice

This Privacy Notice may be revised in the future as may be deemed necessary in order to continue to ensure compliance with relevant legislation, regulations and guidance.