

Business Services Organisation (BSO) Equality Unit - Privacy Statement (Consultation and Engagement)

The following statement explains the Equality Unit's policy regarding the personal data you provide us with in relation to consultation and engagement.

Our aim is to respect your privacy and comply with the Data Protection Act 1998 and the forthcoming General Data Protection Regulation (GDPR).

The Data Controller

The Business Services Organisation (BSO) is the Data Controller for any personal data you give to us. That means the BSO decides how your data is collected, recorded and analysed, and why.

What personal data we collect

We record your name, the name of the organisation you represent (where applicable) and email or postal address. This is information that is publicly available. If you have asked us to include your personal email or address on our consultation list we will record those too.

What we will do with your data

We use your information to compile a consultation list on behalf of 11 regional Health and Social Care (HSC) organisations that the Equality Unit supports on equality, diversity and human rights matters. These 11 organisations include the BSO, The Blood Transfusion Service; Northern Ireland Medical and Dental Training Agency; Northern Ireland Social Care Council; Safeguarding Board NI; Northern Ireland Guardian Ad Litem Agency; Health and Social Care Board; Northern Ireland Practice and Education Council for Nursing and Midwifery; Patient and Client Council; The Public Health Agency; and the Regulation and Quality Improvement Authority.

We will use your information to contact you about:

- Consultation and engagement exercises that any of the 11 HSC organisations above undertake in relation to equality, diversity and human rights matters;
- Events that any of the 11 HSC organisations may hold in relation to equality, diversity and human rights matters.

Who will my information be shared with?

We may share this consultation list with individual teams in any of the 11 HSC organisations, the HSC Trusts and the Department of Health if they wish to consult and engage with groups and individuals on other policies and decisions. This may be when these organisations want to ensure that they engage with a wide range of people. It may also be when they want to engage with specific groups or people.

We will not pass on any of your details to any third party at any point, beyond the 11 HSC organisations, the HSC Trusts and the Department of Health.

How long we keep your personal data

We will keep your details until you let us know that you no longer wish to be included on the list.

Protecting Your Personal Data

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place appropriate technical, physical and managerial procedures to safeguard and secure the information we collect from you.

Your Rights

You can object or withdraw your consent to the use of your personal data at anytime. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information we hold about you;

- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our use or processing of your data;
- to object to use or processing of your information; and
- to request your data to be transferred to another organisation or data handler (data portability).

To learn more about your rights please see the Information Commissioner's Office (ICO) website [ICO website](#).

How to contact us if you have any questions

If you have any questions about anything in this privacy notice please contact Karen Beattie in the Equality Unit (email Equality.Unit@hscni.net or phone 028 9536 3961).

If you would like to make a formal complaint regarding the Equality Unit please forward this to: complaints.bso@hscni.net or contact the Admin Services Manager on 028 9536 3666

Last update: March 2018